

Appointment details  
**Business Manager**

Job Ref: R170410

Closing Date: 23.59 hours BST on  
25 September 2017

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
**ASTON**



## Contents

- ▶ About Aston University
- ▶ Welcome from Professor Alec Cameron, Vice Chancellor & Chief Executive
- ▶ University values and staff expectations
- ▶ Aston Medical School
- ▶ Job description
- ▶ Person specification
- ▶ Salary and benefits
- ▶ How to apply and the selection process
- ▶ Outline terms and conditions
- ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

### Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

### Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

### Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



## Welcome from Professor Alec Cameron, Vice Chancellor & Chief Executive

### Dear applicant

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a mid-sized, focused university Aston has the advantages of agility, innovation and team working that some other institutions do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

The 2014 Research Excellence Framework results recognised the quality and impact of Aston research. This research directly influences medical breakthroughs, advancements in engineering, innovation, policy and practice in government, and the strategies and performance of local and international business. The Times Higher Education REF rankings placed Aston University 35th in the UK and 78% of our submissions were judged to be World Leading or Internationally Excellent.

Teaching quality and the student experience are an important focus at Aston. We are committed to doing all we can to address the needs of students and to assisting them to achieve their career ambitions on graduation.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success.

A handwritten signature in blue ink that reads "Alec Cameron."

**Professor Alec Cameron**  
Vice Chancellor & Chief Executive



## ► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at [www.aston.ac.uk/staff/working/dare-to-succeed/values/](http://www.aston.ac.uk/staff/working/dare-to-succeed/values/)

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=158042>



## ► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

## Aston Medical School

Aston Medical School (AMS) aims to train tomorrow's doctors for a global community to meet the increasing demand in the UK and abroad for highly skilled medical practitioners and clinician scientists. Aston Medical School forms the fifth school of study within Aston University and complements the excellent expertise existing in the other four schools of the university. Aston Medical School is working in close partnership with a number of the regional NHS Hospital Trusts and many of the Primary Care practices to deliver a modern 21st century medical education.

Aston Medical School plans to open its doors to undergraduate medical students in the autumn of 2018, subject to regulatory approval by the General Medical Council. Once open, it will take approximately 100 students per year on a 5-year medical degree. All our graduates, in addition to obtaining an MBChB qualification, will have the opportunity to gain a postgraduate certificate in leadership and management as part of their medical degree, providing them with the business acumen for their future career. Aston Medical School is working in close partnership with Aston Business School, which is one of only three UK business schools to have received the Small Business Charter Gold Award.

Aston Medical School has adopted a funding model that will allow it to provide a medical education to students that may otherwise struggle to access this opportunity and who come from schools with an Index of Deprivation >90%. The low cost to the public purse approach taken by Aston Medical School is backed by Trusts and Clinics throughout the region to encourage social mobility within the West Midlands. A total of 20 medical scholarships will be specifically earmarked for students within Birmingham and the Black Country from 'hard to reach communities'. The remainder will be open to international students, which will in-turn help to fund the scholarship programme. As a new school we are able to fully implement clinically oriented team-based and research-led teaching methods to meet the recommendation of The Shape of Training review and in line with the GMC's promoting Excellence.

All the activities within Aston Medical School affirm the mission of Aston University to be an international centre of excellence in learning & teaching, research and community engagement.

Aston Medical School will start to take postgraduate research students from October 2015. A university-wide Aston Medical Research Institute (AMRI) has been established to create a culture of discovery based exploitable research that transforms lives, and addresses global health challenges. The initial focus is on women's health and vascular complications of diseases such as dementia and diabetes. Aston Medical School is working in close partnership with the School of Life and Health Sciences whose primary focus is in subjects allied to medicine. Aston is ranked 1st in the UK for subjects allied to medicine in the 2014 Sunday Times University Guide.

Aston Medical School is committed to translational research and entrepreneurship ("from bench to bedside to business") with a view to take discoveries from invention through to practical application. At this stage of school's development, research interests are focused on the vascular basis of diseases, particularly in the areas of angiogenesis (how new blood vessels form from pre-existing vessels) and vascular protection. One area in which our academics have established world prominence is in developing new therapies for preeclampsia (StAmP Trial). Our current research projects are focused particularly on preeclampsia, taking a multi-dimensional approach to evaluating potential causes of the disorder and developing new therapies based on scientific discoveries.

### Organisation

The School is led by an appointed Executive Dean, Professor Asif Ahmed, Professor of Vascular Biology and Pro-Vice-Chancellor for Health at Aston University.

For more information, visit our website <http://www.aston.ac.uk/aston-medical-school>

## ► Job description

### **Job Purpose**

To manage the support services and staff of the School and to support the Executive Dean and the School Management Team in operational delivery, strategic planning and resource allocation.

The post holder is a member of the School Management Team and reports to the Executive Dean. As a member of the School Executive Team, the role plays a key part in the overall contribution to the strategic and operational management of the school. The role plays a major part in the development and implementation of the schools strategy and strategic action plans that will enable it to fulfil its vision and mission. As such the this role requires working closely with the PVC & Executive Dean, Deputy and Associate Deans, Heads of Group, Professional Support Staff and wider school team and key stakeholders in University central departments.

### **Responsibilities**

#### **Aston Medical School delivery**

Implement the strategic direction set by PVC & Executive Dean for AMS  
Serve as a “critical friend” to the PVC & Executive Dean and Executive Team.

Responsible for ensuring quality assurance of programmes being developed including ensuring external accreditation requirements, benchmarking against other Schools and learning from best practice.

Teaching – assist with managing the development and delivery of MBChB and of other programmes, including meeting GMC requirements and ensuring approval of programmes as necessary.

Support, develop and maintain relationships with NHS Trusts, GPs, HETWM, GMC and any other health care providers and external stakeholders.

Research – Assist in the development and implementation of Aston Medical School Research Programme and PhD research degrees.

Support the Executive Dean in the recruitment of Academic and Professional Staff as the School grows.

Act as the Equality and Diversity Lead.

### **Human Resources**

To be responsible for all administrative staff in the school including:

Administrative staff planning policies, training and development strategies, operational issues. Recruitment, induction, personnel issues, promotion of good practices. Chairing disciplinary, performance management and grievance meetings for support staff. Verifying all HERA job descriptions for administrative staff within the School. Carrying out any staff reviews within the team.

To support the Executive Dean and Dean of Medical Education in the recruitment and management of academic staff.

### **Planning and Financial Management**

Work with the School Accountant to formulate and manage the annual and programme budgets. Formulate all necessary information for the annual presentation to the VC.

Support the School Accountant with any financial planning and projects.

Develop processes and practices to ensure effective management of school finances.

Manage and sign off all expenses, payroll authorisations and recruitment forms where appropriate on behalf of the PVC & Executive Dean.

### **Space**

Planning for the School's space needs, including the refurbishment and upgrading of any new areas. Allocation of space. Liaison with central space planners and Director of Capital Projects. Managing any refurbishment projects or relocation projects.

### **Health and Safety**

Delegated responsibility for managing Health and Safety within the School. Representing the School on relevant University committees group. Management of Risk Assessment policies and procedures. Writing Health and Safety policies and plans for the School.



## IT Services

Act as primary contact point for all IT service issues and developments on behalf of the School. Help inform future IT strategies and projects through liaison with School colleagues and IT representatives.

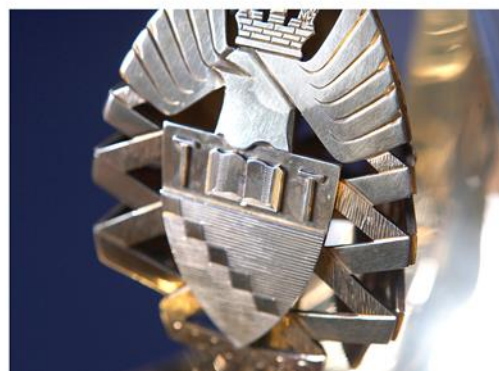
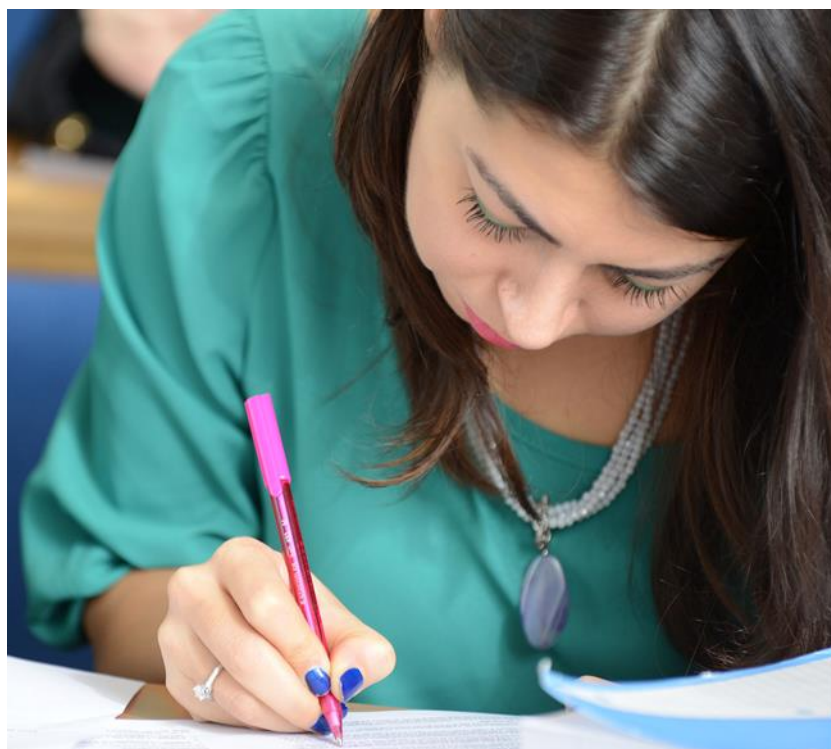
## Other duties

Member of School Management Committee. Representing the School on university committees e.g. the Health and Safety Committee, the HESA working group, HR user group etc. relating to core areas of expertise.  
Act on behalf of the PVC and Executive Dean as and when required

Carry out any other duties as requested by the PVC and Executive Dean.

## Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



## ▶ Person specification

	Essential	Method of assessment
Education and qualifications	A good first degree (minimum 2:1 or equivalent) A relevant postgraduate qualification and/or professional qualification	Application form Application form

	Essential	Method of assessment
<b>Experience</b>	<p>Extensive experience in a management role in academic administration</p> <p>Accomplished manager, with experience of developing and implementing strategic and operational plans</p> <p>Budget management and financial planning experience</p> <p>Experience in managing staff and proven ability to lead teams</p> <p>Deep and broad business acumen with strong analytical, decision making and problem solving skills</p> <p>Developing solutions and processes and support structures in large complex projects</p>	Application form, interview
<b>Aptitude and skills</b>	<p>Excellent organisational skills</p> <p>Excellent written and verbal communication skills. Ability to present to all levels</p> <p>Excellent people management skills</p> <p>Ability to work flexibly under pressure and to multitask in a fast paced environment</p> <p>Ability to provide pragmatic and robust advice</p> <p>Attention to detail, organised, methodical, innovative and creative</p> <p>Good problem solving skills</p> <p>Good project management skills</p>	Application form, interview

	Desirable	Method of assessment
<b>Experience</b>	Experience of implementing new processes and procedures from inception	Application form, interview
<b>Aptitude and skills</b>	Adaptive thinking	Interview





## ► Salary & benefits

This post is offered on a full time, ongoing basis. The appointment is Grade 10 and the salary range for this grade is £49,149 to £56,950 per annum.

<b>Holiday entitlement</b>	30 days per annum, in addition to 13 days public and university holidays.
<b>Pension</b>	Eligible staff are offered membership of the University Superannuation Scheme which is a hybrid pension arrangement. For further information please visit <a href="http://www.uss.co.uk/members/members-home">www.uss.co.uk/members/members-home</a> .
<b>Contribution pay</b>	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
<b>Relocation</b>	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

## ► How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications** 23.59 hours BST on 25 September 2017

**Interview date** 6 October 2017

For informal queries relating to this post please contact Professor Asif Ahmed Tel +44(0) 121 204 4967, Email: [asif.ahmed@aston.ac.uk](mailto:asif.ahmed@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

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HR Business Partner  
+44 (0) 121 204 4596  
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## ► Outline terms and conditions of the appointment

**Qualifications** Successful candidates will be required to produce evidence of their qualifications upon joining the University

<b>Medical clearance</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	Candidates who are not citizens of the United Kingdom, or of another EEA member country, should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <a href="https://www.gov.uk/browse/visas-immigration/work-visas">https://www.gov.uk/browse/visas-immigration/work-visas</a> . Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Visas and Immigration website</a> .
<b>Equal opportunities</b>	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
<b>Data Protection Act 1998</b>	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
<b>Disclosure and Barring Service (DBS)</b>	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

**Aston University**  
**Employable Graduates**  
**Exploitable Research**

Aston University  
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[www.aston.ac.uk](http://www.aston.ac.uk)

