Appointment details
Examinations and Assessment Coordinator

Job Ref: R170459

Closing Date: 23:59 on 25 October 2017
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 Simon Green

The School of Languages and Social Sciences is an important part of Aston University, and plays a major role in turning the University’s 2020 strategy into reality. Over the past ten years, we have doubled our student and staff numbers, but we remain ambitious and want to grow again by one-third by 2020. We have complemented our traditional strengths in Modern Languages and Translation Studies with thriving groups in English Language, Politics and International Relations and Sociology and Policy. Our student satisfaction scores are high and our research profile is increasing rapidly, not least through the significant increases in the volume of external funding our staff have won.

We are a School that values the reinforcing relationship between teaching and research: put differently, we believe that excellence in one is built on excellence in the other. Our culture is one of teamwork and good citizenship and we look to our new appointments to contribute actively to this. Our students are as diverse as they are exciting, and they appreciate the applied and real-world focused approach we take to our programmes. This, combined with the benefits of Aston’s highly-regarded placement year, helps our graduates to be some of the most employable in the UK.

As Britain’s largest city outside London, Birmingham is bustling, diverse and young. With affordable housing, easy travel connections and a high quality of life in terms of culture, entertainment and amenities, Birmingham has much to offer to those who move here. I am therefore delighted that you are interested in the advertised role, and please feel free to contact the School if you have any questions about this.

Professor Simon Green  
Executive Dean of the School of Languages and Social Sciences
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/

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?alId=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
The School of Languages and Social Sciences

The School of Languages and Social Sciences at Aston University is one of only a handful of unified academic units in the UK to span both the Humanities and Social Sciences. In doing so, it draws on a rich and distinguished tradition of teaching, scholarship and research. During the 1970s and 1980s, the Department of Modern Languages (French, German, Linguistics), as it was then known, was one of the UK’s pioneers of the study of language in contemporary society. In 1998, reflecting the growing interest in Europe, it became the School of Languages and European Studies. In 2004, we adopted our current title.

Since then, the School has grown rapidly in student numbers and in its academic coverage. New single honours undergraduate degrees were introduced in Politics and International Relations (2005), Sociology (2007), English Language (2008) and Spanish (2012). Today, the School comprises four Departments: English, Languages and Translation Studies, Politics and International Relations and Sociology / Policy. The academic Departments are supported by a School Office.

This combination of subjects and the way they relate to each other is almost unique in British Higher Education and leaves the School ideally-placed to investigate how language and society function, both in their own context and in relation to each other. A particular opportunity for the future will be the exploitation of interdisciplinary perspectives on this question.

Our subject groups enjoy a strong reputation, both among students and our peers:

In 2017, Aston was awarded Gold in the Teaching Excellence Framework (TEF)

In the 2015 National Student Survey (NSS), the School had an overall satisfaction rate of 95 per cent; on this measure, Sociology and Policy scored 96 per cent, Politics and International Relations 94 per cent, English 93 per cent, French 95 per cent and German 97 per cent.

In the 2018 Guardian League Tables, Aston is ranked 32nd for English, 28th for Sociology, 20th for Social Policy, 42nd for Modern Languages and 65th for Politics.

In 2017, the Department of Sociology and Policy won the University’s Excellence Award for Teaching. This comes on top of winning the ‘Excellence in Teaching Sociology’ Award of the British Sociological Association and the Higher Education Academy in 2013.

In REF2014, the School’s submission to the Area Studies subpanel was rated 3rd out of 23 institutions in the UK in terms of percentage 3*/4* research. The submission to the Modern Languages and Linguistics subpanel did particularly well in the area of research impact and places Aston within the top 10 institutions for that measure.

When combined with financially sound foundations, the School is therefore in a strong position. It has an ambitious strategy for the next five years, which recognises and seeks to exploit the symbiotic relationship between excellent teaching and research into real-world problems. In particular, by 2020, we are aiming to increase our student numbers, both at undergraduate and postgraduate levels, by one-third; we expect our numbers of academic and support staff to grow too. A key element of this strategy is the addition of new programme areas to the School’s portfolio: we began offering a half degree in English Literature in 2017-18, and will add a half degree in History for 2018-19.

The School is a collegiate and supportive environment, where teaching and research are both valued. We are proud of our diversity: around two-thirds of our staff are female and there are some 18 nationalities represented in our School. We have a well-developed structure for personal development and review and are bidding for Athena SWAN accreditation during 2017-18.

Organisationally, the School is led by the Pro-Vice-Chancellor and Executive Dean, Professor Simon Green, along with a team of Associate Deans and the Heads of Department. Together, they and the Head of Administration constitute the School’s Management Committee. The Departments are supported by an administrative team as well by a range of central services, who together manage a range of aspects of the School’s work, including research, admissions, marketing, open days, student support, exams and timetabling. The School is further supported in its work by an Advisory Panel, whose membership is drawn from stakeholders and alumni in the city of Birmingham and beyond.
The School of Languages and Social Sciences, 2017-18

Six thematic Associate Deans

- Professor Frank Austermühl
  Associate Dean International
- Dr Raquel Fernández-Sánchez
  Associate Dean Learning & Teaching
- Dr Virginie Grzelczyk
  Associate Dean Portfolio Development and Recruitment
- Professor Phil Mizen
  Associate Dean Research
- Dr Sarah-Jane Page
  Associate Dean Regulations and Awards

Four academic Departments

- English
  Professor Urszula Clark
- Languages & Translation Studies
  Dr Stefan Manz
- Politics and International Relations
  Dr Ed Turner
- Sociology and Policy
  Dr Karen West

Head of Administration
Mrs Lisa Gregg

Professor Simon Green
PVC and Executive Dean

Professor Jonathan Tritter
Deputy Dean

Dr Sue Garton
Associate Dean External Relations

Dr Karen West
Associate Dean Regulations and Awards

RESEARCH

Researchers in LSS are a multi-lingual, multi- and interdisciplinary community, working across the Humanities, Arts and Social Sciences, and bringing together a unique blend of internationally well-connected scholars. Research in the School ranges across the four core subject areas, with an increasing focus on engagement in interdisciplinary projects which is reflected in the remit of the four LSS research centres:

- Founded in 2009, the Aston Centre for Europe (ACE) brings together the University's and School's strengths in European Studies (broadly defined). Based primarily within the School's Politics and International Relations (PIR) subject group, ACE's purpose is to raise the University's profile on Europe at local, national and international level. To this end, it hosts high-profile visiting speakers, offers practitioner training, as well as running innovative MA programmes, and facilitates new research across the University. Its co-directors are Professor John Gaffney, Dr Carolyn Rowe and Professor David Bailey (Aston Business School).

- The Centre for Critical Inquiry into Society and Culture (CCISC) is an inter-disciplinary research centre that brings together academics and practitioners working within English language and linguistics, modern languages, translation studies, sociology, social and public policy, politics and psychology. It aims to create a bridge between research, policy, and professional practice and facilitate inventive inter-disciplinary research which contributes to public understanding of major social issues. It scrutinizes the evidence base for policy and practice, and expands the policy options under debate. It emphasises partnership and engagement with local communities, policymakers and businesses as both co-producers and users of knowledge, working with practitioners offering practical solutions for national and local government, service-providers and employers. CCISC researchers are engaged in work that will shape future thinking and pioneer practices that will have a significant impact on society and organisations in ways that promote equality, inclusivity, and social justice. CCISC is led by Dr Gary Fooks and Dr Marcello Giovanelli.
The Centre for Forensic Linguistics (CFL) at Aston is the first of its type in the world. It combines leading-edge research and investigative forensic practice with postgraduate teaching and professional courses. Research within the Centre involves all aspects of forensic linguistics, from how the police and the courts can best work with interpreters to the development and refinement of methods for identifying writers of disputed forensic texts. Members of the Centre have published widely and lectured on their research in some 30 countries. Their high-quality research ensures that both postgraduate and professional courses and their investigative work have a solid academic foundation. CFL is led by Professor Tim Grant.

The Centre for Language Research at Aston (CLaRA) was launched in 2011 and is an inter-disciplinary research centre that brings together academics and practitioners working within English Language and Linguistics, Modern languages and Translation Studies. It aims to build on Aston's longstanding expertise in research into language education, modern foreign languages, applied and sociolinguistics by promoting interdisciplinary collaboration and establishing national and international networks and partnerships. Research within CLaRA focuses on translation studies, multilingualism and language contact, language policy, corpus linguistics, first and second language learning and teaching, language teacher education, and language education for professional and intercultural communication, language and culture. CLaRA provides an annual programme of seminars, workshops and conferences and delivers a language related programme of events to the university's continuous personal development programmes. CLaRA is led by Dr Sue Garton and Dr Emmanuelle Labeau.

For the Research Excellence Framework (REF2014), LSS submitted to two panels – 'Area Studies' and 'Modern Languages and Linguistics'. As a whole, Aston University ranked 35th in the Times Higher Education rankings, with an impressive 78 per cent of research judged to be 'internationally excellent' or 'world leading' (3*/4*). In terms of 3*/4* in impact, and excluding specialist institutions, Aston ranks 15th nationally.

Within LSS, our submissions achieved some outstanding successes:

*Area Studies:*

- 81% of the LSS submission has been judged as “world leading or internationally excellent”. This is the 3rd highest percentage in the UK for this unit of assessment.
- In terms of Grade Point Average, Area Studies at Aston is ranked 5th out of 23 institutions in the UK in the Times Higher Education REF 2014 rankings.

*Modern Languages and Linguistics:*

- 60% of the LSS submission was awarded the highest marks (4*) for research impact. This is the highest 4* percentage in the West Midlands, and places Aston within the top 10 for this unit of assessment regarding impact.
- 100% of the LSS submission to this panel has been awarded 4* or 3* for research environment, ranking Aston joint 1st in the UK for this measure.
Compared to RAE 2008, the results for both submissions show a dramatic increase of 3* and 4* rated research as well as excellent results for research environment and impact. The highly positive assessment of LSS' research environment in the REF 2014 results reflects a thriving research culture, with regular high profile research seminars, workshops and conferences organized by the four LSS research centres, a lively community of PhD students and a steep increase in research grants won by the School. The latter is facilitated by an annual grant-writing workshop for new researchers and by the University’s Research Support Office (RSO) which includes the services of a dedicated Research Development Manager who provides one-to-one support to colleagues, advising on research funding opportunities and grant applications.

Recently, funding has been awarded to staff in LSS for example from the EU FP7 programme for an international project on combating inequalities through innovative practice (Cityscape; CCISC); from the ESRC for the Quantitative Methods Initiative, to integrate QMs into undergraduate programmes in Linguistics (CFL and CLaRA); for a project investigating assuming online identities (CFL); from EC Tempus to modernise language teaching through the development of blended masters programmes (CLaRA); from JISC for a project to understand the relationship between human migration and dialect variation (CFL); and from the Volkswagen Foundation for an international project on spoken academic discourse (GeWiss: CLaRA). Within ACE, funding has been obtained from the ESRC, the Leverhulme Trust and the German Academic Exchange Service, for example on projects analysing Poland’s influence in the EU, on the study of religious lobbies in the EU, and on comparing migration policy in the UK and Germany.

Researchers in the School are internationally-recognised leaders in their respective fields; they regularly appear in the national and international media, thereby underlining the strong impact of our research which was also recognised in our REF submission. This activity is supported by university structures such as Aston’s Press and Marketing Team which assists LSS staff in disseminating their research as widely as possible.

Our doctoral community has also continued to grow, and we now have over 30 FTE registered PhD students across the four subject areas. From 2017-18, we are part of the Midlands Graduate School ESRC Doctoral Training Partnership, together with the Universities of Birmingham, Leicester, Loughborough, Nottingham and Warwick; within this, Aston is leading the Area Studies pathway. Our graduate students play a central role in the research culture of the School, organising an annual Postgraduate Conference which provides an opportunity for doctoral students to present their work to fellow researchers. LSS offers a number of bursaries each year for new research students and supports all of its doctoral students through an annual sum from the School for conference travel.

Additionally, the School has a strategic priority to develop deeper research links with prestigious overseas institutions. To this end, we have in 2017 established a partnership with the Faculty of Arts at the University of Auckland, which will see two academics from each University spending around three months at the other institution, with the objective of joint publications and research applications. The School supports such exchanges financially. The first colleagues from Aston will travel to Auckland during 2017-18, with the first return visit expected in 2018-19.

Planning is well underway for REF 2021, and to which we additionally expect to be making a submission in Sociology. This will form a key priority for the School over the coming years. The high status accorded to research in the School is illustrated by the range of structures in place to support this. Building on our successes in the area of research impact, our Impact Champion supports and advises researchers in the process of creating and documenting this activity. In addition, each subject group has a dedicated Research Director who provides strategic advice, especially to new entrants to the profession, as well as reading drafts of publications and research applications and acting as the respective REF lead. The School has an active programme of research leave and offers staff access to an annual research allowance of £750 in 2017-18, as well as a commitment to a timetabled research day per week and additional support for colleagues developing bids for large grants. Furthermore, the University makes a £5,000 research start-up fund available to staff taking up their first academic appointment. It also funds a Distinguished Visitors scheme to enable research collaborators from abroad to come and visit the University.

LEARNING AND TEACHING

The School offers a focused set of undergraduate and postgraduate degree programmes, which are structured around the four Academic Subject Groups. We see teaching and research as complementary and believe that excellence in one can best be achieved through excellence in the other. Our goal is to provide intellectually challenging and professionally relevant education, informing and innovating in our responses to social and cultural change. In the context
of the new fees environment, our staff are committed to offering a dynamic, responsive and above all inspirational learning and teaching environment, which will help to prepare our students as global citizens for their future careers, whatever form these might take.

Undergraduate programmes

Undergraduate provision, for which the University received Gold in the 2017 Teaching Excellence Framework (TEF), remains at the heart of the School's teaching provision and we have grown strongly in this area over recent years: our intake more than doubled between 2009-10 and 2014-15 and in 2016, we admitted over 440 students, with a typical offer of BBB-ABB. The School’s recruitment foundations are therefore robust and this gives us confidence to act and plan in an otherwise volatile environment.

We offer a range of four-year BSc Honours degrees in each of the Academic Subject Groups; we also offer a variety of combinations both within the School and between LSS and other areas of the University, notably Aston Business School. We are also actively developing and expanding our portfolio of programmes. Each programme incorporates an integrated placement year/Year Abroad; this is one of Aston’s most distinctive features and a key driver behind the University’s high rates of employability.

Full details of the School’s provision at undergraduate level are available at: http://www1.aston.ac.uk/lss/undergraduate/

University-wide Language Programme (UWLP) / Languages for All: Language modules are offered across the University to non-specialists, whether staff or students, as accredited electives or open learning opportunities. The language may be studied at ab initio or at Intermediate or Post ‘A’ level standard. Students may take these modules on a self-financing basis in cases where their specific degree programme does not include this opportunity. Languages on offer include: Arabic, French, German, Japanese, Mandarin, Portuguese and Spanish.

In addition, from 2012-13, the University has offered all first year students a free year of language learning as part of the University’s goal of creating ‘global citizens’, under the auspices of the ‘Languages for All’ programme. This new initiative has been enthusiastically taken up by new students and is rapidly emerging as a key institutional kitemark which is resonating strongly with potential applicants. The Director of UWLP and Languages for All is Ms Aurélia Robert.

Postgraduate programmes

MA/MSc Taught Programmes

Following a period of significant growth, the School admits around 100 postgraduate students annually to its 17 taught programmes, with delivery either on campus or, in some cases, by distance learning. The MA/ MSc programmes are growing in reach and reputation (see http://www1.aston.ac.uk/lss/postgraduate/ for details):

- English Language runs a range of MA programmes in the area of Applied Linguistics, TESOL and Forensic Linguistics.
- The MA Translation in a European Context is officially recognised by the European Commission through its membership of the European Masters in Translation (EMT) network.
- Politics and International Relations has also expanded its portfolio of programmes, to include stand-alone MAs on the EU and on International Relations. The group also runs an innovative Double MA Europe and the World (run jointly with IEP Lille), as well as partnerships with IEP Rennes and the University of Bamberg.
- Sociology and Policy has recently introduced new MA programmes on Social Research and Social Change.

FACILITIES

In addition to the main University Library, the School provides local study facilities for students. A learning support team is on hand to support and advise staff and students, to manage specialist equipment as well as our growing archive of learning materials, and provide training for teaching and research software (SPSS, NVIVO). Academic staff are encouraged to use Aston Replay, which allows students to access lectures outside the classroom. The University uses Blackboard as its VLE.

All LSS computer laboratories have been upgraded and refurbished over recent years to provide a technically advanced, supportive learning environment. For language tuition, we use the latest Sanako software to manage face to face learning in the labs, including Interpreting. Our specific translation software includes the translation memory system TRADOS. There is also a separate group viewing room for films and broadcasts. Colleagues benefit from the work of the Aston University Centre for Learning, Innovation and Professional Practice (CLIPP), making use of CLIPP expertise
in the use of centrally-managed, technology-enhanced learning resources, curriculum design and pedagogical research. CLIPP also includes the Centre for English Language and Communication at Aston (CELCA), which provides English for Academic Purposes (EAP) training across the institution to overseas students.
Job description

To work as part of a busy examination and assessment team, to provide support, and report to, the Examinations and Assessment Manager in managing the day to day running, organisation and delivery of the examinations and assessment processes for all programmes and modules in LSS. This includes working with key staff to provide administrative support for all assessment processes within the School, as required.

Responsibilities

- To provide efficient administrative support to examinations and assessment of all LSS programmes and modules, ensuring University-wide deadlines are met.
- To act as key point of contact, in conjunction with the rest of the team, for all matters relating to assessment.
- To ensure assessment and examinations administration fits within the framework set out by UKVI requirements and HESA return data requirements, to a high degree of accuracy.
- To communicate relevant information to students, academics and to Student and Academic Services, other Schools of Study and to other relevant University departments.
- To be responsible for creating and maintaining module assessment records.
- To provide support with the assessment of Placement/Exchange incoming and outgoing students.
- To be responsible for the preparation and production of all relevant information to support the assessment process.
- To co-ordinate the publication of assessment information to students.
- The collation and formatting of formal examination papers.
- Processing transcript requests for students and alumni.
- The checking of information for Student and Academic Services, such as examination timetables.
- Organising School chief invigilation rota for formal examinations.
- To request and maintain record of all first and second marking/moderation schedules.
- To coordinate the process of electronic submission, liaising with Learning and Teaching support team and advising students of how to submit, in line with School and University Policies and practices.
- To be responsible for the day-to-day running of the Exceptional Circumstances system in LSS.
- To be responsible for the day-to-day running of the Academic Offences system in LSS.
- To liaise with the Enabling Team and with the School Programme Support Team to ensure that all students have appropriate support for assessed coursework and during examinations.
- The collating, processing and releasing of all marks for assessed work using SITS and VLE.
- To archive relevant hard copy and electronic documentation, coursework or exam scripts in accordance with archiving policies and practices.
- The production and distribution of paperwork.
- The preparation of assessment information/data as and when requested.
- To keep records of External Examiners and ensuring the compliance of the External Examiners system. Making accommodation and travel arrangements for external examiners for Examination Board attendance.
- The processing of penalties onto SITS (e.g. late coursework submission or academic offence)
- To be responsible for the preparation of Module and Programme Examination Boards (including Reconvened Boards).
- To be responsible for the smooth running of examination boards.
- To service meetings.
- To be responsible for post Examination Board correspondence and Programme Examination Board progression for student records on SITS.
To take part in a reception rota to provide support for general student enquiries.

Any other reasonable duties that may be delegated from time to time by the Examinations and Assessment Manager consistent with the nature and grading of the post.

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

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<th>Method of assessment</th>
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<td><strong>Education and qualifications</strong></td>
<td>Educated to A Level or equivalent including GCSE at grade C or equivalent in English</td>
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<td><strong>Experience</strong></td>
<td>Some relevant administrative experience</td>
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<td>Experience of (or ability to) managing data</td>
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<td><strong>Aptitude and skills</strong></td>
<td>Ability to prioritise and meet a variety of deadlines, working on own initiative, to solve problems with minimal supervision</td>
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<td>Ability to work as part of a team and work cooperatively with colleagues</td>
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<td>Ability to undertake work accurately with attention to detail</td>
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<td>Excellent spoken and written communication skills with the ability to communicate with people who do not have English as a first language (phone and face to face)</td>
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<td>Ability to understand and comply with University policy, procedures and regulations</td>
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<td>Advanced level of competence in IT skills including word-processing, excel, e-mail communication and web-based internet retrieval</td>
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<td>Adaptable and flexible in a changing environment. High standards of integrity and trustworthiness in handling confidential information.</td>
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<td>Ability to take a customer service approach.</td>
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<td>Professionalism, diplomacy, and good interpersonal skills</td>
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<th>Desirable</th>
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<td><strong>Experience</strong></td>
<td>Relevant work experience in a higher education or public sector organisation.</td>
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<td>Student information systems experience. Data reporting software experience. Database design/maintenance.</td>
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Salary & benefits

This post is offered on a full time, continuing basis. The appointment is Grade 6 and the salary range for this grade is £22,214 to £24,285 per annum.

Holiday entitlement

25 days per annum, in addition to 13 days public and university holidays.

Pension

Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).

The University is proposing to close the current Aston University Pension Scheme (known as AUPS) early next year and replace it with a new pension scheme and is undertaking formal consultation about this proposal. The University believes that the new scheme, together with a flexible contribution structure for members, would continue to provide a valuable pension benefit, if the proposed closure of the AUPS proceeds.

Contribution pay

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.

Visit our website: 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 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 BST on 25 October 2017

Interview date

6 November 2017
Please contact Hayley Jones, Examinations and Assessment Manager for an informal discussion about the role.
Tel: +44(0) 121 204 3235   Email: h.jones1@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:

Samantha Russell
HR Business Partner
+44 (0) 121 204 4576
s.russell1@aston.ac.uk

Harinder Bhachu
Recruitment Administrator
+44 (0) 121 204 4280
h.bhachu@aston.ac.uk

Outline terms and conditions of the appointment

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

Medical clearance
It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK
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 https://www.gov.uk/browse/visas-immigration/work-visas. 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.

Document checks
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 UK Visas and Immigration website.

Equal opportunities
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.

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.

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998
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.

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.
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.