

Candidate Brief

# Head of Resource Planning and Management (Internal Only)

**Reference:** R190103

**Salary:** Grade 10, £50,132 to £58,089  
per annum (pro-rata)

**Contract Type:** Fixed Term (3rd June  
2019 – 28th October, 21 weeks)

**Basis:** Full Time

**Closing Date:** 23.59 hours BST on  
Sunday 7<sup>th</sup> April 2019

**Interview Date:** To be confirmed

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
ASTON



## Job description

We seek a senior manager with practical business experience who can grasp the strategic challenges of Aston Business School, produce the data driven analytic underpinnings of good decision-making both in the area of teaching and learning and in support operations and who can also manage the deployment of our support resources in support of these decisions. The position will report to the Executive Dean of the Aston Business School and will involve working closely with the Deputy Dean on a regular basis as well as with the Heads of our academic departments and our Associate Deans, who also have responsibilities connected to the direction and operation of Aston Business School. The holder of the position will be responsible for generating and presenting analyses on School performance in all dimensions, as well as for the design of our support processes and management of our support team. Most support resources are within the school but a number of key functions such as HR, Finance, Admissions, Marketing and IT are organised centrally at the University level.

### **Main Duties/Responsibilities:**

#### *Human Resources*

- ▶ To be responsible for all administrative staff in the school, including: planning for their deployment training and development strategies and operational processes, recruitment, induction and other personnel issues. To chair disciplinary, performance management and grievance meetings. Verifying all HERA job descriptions for administrative staff within the School. Implementation of AU staff volunteering schemes and other community engagement initiatives.

#### *Planning*

- ▶ To contribute to the academic and financial planning activities in the School by collating, consolidating and analysing information on student numbers and income and expenditure planned for different activities in the School at 5 year level and then in detail each year. Liaising with planning staff, finance staff and programme staff.

#### *Financial Management and Budgets*

- ▶ Analysing and producing financial data to be used by the School in financial planning and setting budgets.
- ▶ In conjunction with the School accountant to provide major budget holders with accurate and extensive financial information. Producing and implementing School specific financial procedures. Management and signing off of all contracts and payroll authorisations for sessional and casual staff.

#### *Space*

- ▶ Planning for the School's space needs, including the development of any new buildings or areas. Allocation of space. Liaison with central space planners and Director of Capital Projects.

#### *ABS Building and Estates issues*

- ▶ Liaison with Estates staff and central services regarding the ABS building. Acting in emergencies affecting that building.

#### *Health and Safety*

- ▶ Representing the School on the ABS/LSS/RCO H&S group. Management of risk assessment policies and processes. Writing H&S policies and plans for the School. Managing fire issues, drills, fire wardens in School buildings.

#### *Links with the Association of Business Schools*

- ▶ Contribution to development of senior administrators network activities. Sharing of benchmarking data. Membership of senior administrative group.

#### *Other duties*

- ▶ Organisation of, and support to internal School events and accreditation visits. Contribution to University wide activities, working collaboratively and sharing best practice with other Schools and departments.

#### **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
<b>Education and qualifications</b>	Good first degree, or a relevant postgraduate qualification or relevant professional qualification or substantial relevant experience.	Application form
<b>Experience</b>	<p>Extensive experience in a management role in academic or equivalent administration</p> <p>Experience of financial planning and management</p> <p>Practical experience in administrative process redesign</p> <p>Mastery of presenting analytical and process arguments to senior management</p> <p>Significant change management experiences, specifically in relation to internal restructure and efficiency and effectiveness review.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Ability to work flexibly under pressure to fixed deadlines.</p> <p>Able to provide pragmatic and robust advice.</p> <p>Able to command respect and authority.</p> <p>Skills of persuasion in convincing and managing people.</p> <p>Organized, methodical and able to create and utilize project plans and maps and create the appropriate evidence and records.</p> <p>Excellent written and verbal communication skills, with particular emphasis on clarity, brevity and the avoidance of jargon.</p> <p>Good problem solving skills with particular focus on quantitative analytics.</p> <p>Attention to detail and “getting 100% of the way there”</p>	Interview and presentation

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Andrew Wilson

Job Title: Head of Resource Planning and Management

Tel: 0121 204 3271

Email: [a.r.wilson@aston.ac.uk](mailto:a.r.wilson@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

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

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain 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

**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 student 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.



An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection Act 1998:** Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. 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.



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)

