

Reference: R210043

Salary: Grade 6, £23,067 to £25,217 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours GMT on Monday 01 March 2021

Interview Date: To be confirmed

Programme Support Officer

Candidate brief



Job description

Job Purpose:

To provide general administrative support within Aston Graduate School (AGS) and support the PGR research environment.

Main Duties and Responsibilities

To provide administrative support for the PGR admin team (75%).

- ▶ To support the PGR admissions officers with a range of recruitment and admissions activities.
- ▶ To manage the process for the admission of visiting PGR students.
- ▶ To manage the process for administration of PGR learning agreements and Training Needs Analyses.
- ▶ To support the progression officers with a range of progression related activities.
- ▶ To support the processing of PGR annual progression reports and supervision meeting records.
- ▶ To manage the process for approving research development activities undertaken by PGR students.
- ▶ To manage the process for approving annual leave requests from PGR students.
- ▶ To manage the administration of applications to the Research Student Development Fund.
- ▶ To support the administration of AGS meetings.
- ▶ To oversee the AGS rooms MB652b/c, including bookings through Celcat.

To provide administrative support for the Researcher Development Advisors and Graduate School Manager (25%).

- ▶ To provide administrative support for the AGS's Research Skills Module, e.g. monitor course bookings, record course attendance and respond to queries from course participants.
- ▶ To coordinate the annual Vitae 3 Minute Thesis® Competition and be present on the day of the competition to liaise with competition judges and support prize giving.
- ▶ To organise the AGS Induction 4 times per year including room booking, ordering catering, liaising with contributors and Schools and recording attendance.
- ▶ To record doctoral supervisor training dates on Core and in SITS.
- ▶ To assist in the organisation and delivery of conferences, colloquia, research days and other PGR-related events at College and Graduate School level.

To provide other administrative support within AGS as reasonably required.

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 | <p>Educated to A-level standard or equivalent.</p> <p>GCSE Maths and English at grade C or above.</p> | Application form |
| Experience | <p>Experience within a similar customer facing administrative role.</p> <p>Experience of dealing with staff and student queries.</p> <p>Experience of using databases and manipulating data.</p> <p>Experience of dealing with a varied workload with tight deadlines.</p> <p>Experience of supporting multi-functional teams.</p> | Application form and interview |
| Aptitude and skills | <p>Excellent team working skills.</p> <p>Excellent oral and written communication skills.</p> <p>Excellent time management skills.</p> <p>Excellent IT skills.</p> <p>Proven ability to deliver in a customer focused environment.</p> | Interview |

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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 jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Farat Ara

Job Title: Programme Administration Manager

Email: f.ara@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates 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. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

