

Reference: R21073

Salary: Grade 9, £41,526 to £49,553 per annum

Contract Type: Fixed Term (31/07/2022)

Basis: Full Time

Closing Date: 23.59 hours GMT on Sunday 28 February 2021

Interview Date: To be confirmed

Regional Public Affairs Manager (Internal Only)

Candidate brief



Job description

Job Purpose:

Reporting to the Director of Regional Strategy in RKE, the Regional Public Affairs Manager will work on regional engagement with local MPs, Cllrs and other partners to support implementation and embedding of Aston's Civic University Agreement. The role will be complementary to the work of the Policy Advisor in the Vice Chancellors Office.

Main Duties and Responsibilities

- ▶ Engagement with politicians and councillors to understand local issues and develop plans to support them to address those issues.
- ▶ Work with local authorities to help them understand university capabilities and develop a closer working partnership that is mutually beneficial
- ▶ Organising events on and off campus and online
- ▶ Keeping abreast of current policies, papers and implementation plans launched by regional bodies
- ▶ Engaging academics to develop projects to meet regional challenges and supporting them with grant applications
- ▶ Providing support for implementation and measurement of the University's CSR policy
- ▶ Support for Knowledge Exchange Concordat action and implementation plans
- ▶ Supporting the development of strategic projects
- ▶ Building on Strategic priorities funded evidence based policy making projects to increase impact
- ▶ Support with Civic university engagement and monitoring
- ▶ Attend meetings and committees across the university to support regional engagement
- ▶ To work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.
- ▶ Work collaboratively with colleagues in the RKE, external partners and the wider Aston community towards achieving the University's strategy.
- ▶ To take on any other duties and responsibilities commensurate with the level of the post as requested by the line manager.

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	Degree or equivalent experience in a similar level and type of role.	Application form
Experience	<p>Experience of building and maintaining effective relationships.</p> <p>Experience of building credibility through excellent written and verbal communication skills.</p> <p>Experience of working in a target driven environment.</p> <p>An understanding of Higher Education or university-community-regional body collaboration</p> <p>Project management</p>	Application form and interview
Aptitude and skills	<p>Able to convey information in an understandable and engaging manner to a range of audiences.</p> <p>Critical thinking</p> <p>Develops sustainable relationships with a wide range of stakeholders.</p> <p>Thinks and plans strategically.</p> <p>Has the will and ability to work cooperatively with others.</p> <p>Knowledge and experience of working with MPs, Councillors, regional bodies and the public</p> <p>Uses judgement to makes good decisions in complex situations.</p> <p>Ability to work independently.</p> <p>Able to work flexibly and use initiative.</p> <p>Tenacity and resilience.</p> <p>Highly developed organisational skills.</p> <p>Able to prioritise and manage competing demands.</p> <p>Sound knowledge of IT including word processing, spreadsheets, email and the internet, ideally in a Microsoft Office environment.</p>	Application form and interview

	Essential	Method of assessment
	<p>Willingness to travel throughout the West Midlands and occasionally nationally.</p> <p>Willingness to work outside contracted hours on occasion (including early mornings, evenings and weekends).</p>	

	Desirable	Method of assessment
Education and qualifications	Studied a subject in one of Aston's disciplines e.g. Business, Life and Health Science, Medicine, Engineering, Languages and Social Science to Degree or higher level	Application form
Experience	<p>Experience of organising successful events.</p> <p>Training, mentoring or coaching experience.</p> <p>Experience using social media for business development.</p> <p>Grant writing</p>	Application form and interview
Aptitude and Skills	<p>Knowledge of Ethics and Data Protection legislation.</p> <p>Commitment to continued professional development.</p>	Application form and 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: Angela Jeffery

Job Title: Director Of Strategic Regional Projects

Email: A.JEFFERY@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>

