



OPPORTUNITY

Programmes Administrator (Maternity Cover)

Reference: R210182

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

Contract Type: Fixed term until December 2021 (or until the postholder returns, whichever is sooner)

Basis: Full Time

Job description

Job Purpose:

You will support the administration of the College of Health and Life Sciences' programmes working closely with other colleagues to provide an effective, efficient and customer focused support service to students and academic staff with responsibility for designated taught programmes.

You will also manage or support key administrative activities within the College administrative team, assisting in the continual development, improvement and implementation of associated procedures and systems.

This will include the occasional supervision of staff and delegating tasks as necessary.

Responsible to: Programmes Support Manager

Main duties and responsibilities

To provide administrative support to the College's taught programmes including:

- ▶ Undertaking a range of activities to support the management, operation and delivery of programmes working closely with administrative colleagues, Programme Directors, and other academic staff.
- ▶ Providing a key point of contact for students, academic staff and relevant external enquiries providing information, guidance, and support where possible and follow up action as required.
- ▶ The production and provision of programme material in electronic or hard copy formats including regular use of Blackboard, the University's VLE.
- ▶ Assistance with the organisation of programme related activities including student presentations and events, internal and external reviews.
- ▶ Providing secretarial support to programme committees and other meetings
- ▶ To work with other administrative colleagues as part of a flexible and responsive team to ensure the effective operation of the HLS Office. This may include responsibility for specific administrative activities and assisting with the development, implementation, and operation of associated processes.
- ▶ To maintain manual and electronic student, module and programme records including regular use of the University's SITS system
- ▶ To provide a key contact for student support, information, and guidance. Providing students with detailed and, sometimes, confidential information and advice on a wide range of issues in person, via telephone, e-mail, or correspondence

To provide assessment administration support including:

- ▶ Preparing, collating, and formatting examination papers and other assessment material.
- ▶ Assisting with arrangements for School/College based assessment activities including coursework submission and return
- ▶ Collating, checking and accurately entering assessment data on the SITS system.
- ▶ Servicing examination boards, producing minutes dealing with follow up action and ensuring decisions are accurately recorded on SITS.
- ▶ Assisting with the processing of student results including letters and transcripts within set deadlines.
- ▶ Providing support and guidance to students regarding student results including options available to them.
- ▶ To support student enrolment and induction arrangements and other key administrative events and activities within the College
- ▶ To provide administrative support for the College's Schools of Study and senior managers on relevant matters.
- ▶ To provide assistance and cover to other members of the administrative team.
- ▶ To provide additional general administrative support to the College of Health and Life Sciences and its administrative services and functions as required.
- ▶ Any other reasonable duties that may be delegated from time to time from the Executive Dean, Deputy Deans, Associate Deans, Director of Operations or Academic Services Manager, consistent with the nature and grade 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

	Essential	Method of assessment
Education and qualifications	Minimum A' Level standard or equivalent relevant experience	Application form
Experience	<p>Work experience in an administrative role in a large professional organization dealing with a wide range of staff and customers</p> <p>Experience of contributing to the development and implementation of administrative systems and procedures</p> <p>Committee servicing experience. Proven confidence in arranging and servicing meetings including producing formal agendas, minutes, and other documents</p> <p>Student or course administration work experience</p> <p>Extensive experience of using corporate database systems including entering, accessing and monitoring data</p>	Application form and interview
Aptitude and skills	<p>Excellent IT skills including use of Microsoft Office packages</p> <p>Competent in the use of SITS or student records systems and virtual learning environments (VLEs) or a demonstrable ability to master these and other relevant core University systems quickly.</p> <p>Problem solving skills – confident in finding solutions without continual reference to others</p>	Application form and interview

	Essential	Method of assessment
	<p>Proven organisational, time management and prioritisation skills</p> <p>Excellent oral and written communication skills.</p> <p>Excellent interpersonal skills</p> <p>Ability to maintain a high level of accuracy and concentration</p> <p>Proactive, positive and enthusiastic approach.</p> <p>Initiative and drive. Able to develop new ideas and improvements.</p> <p>Flexible and adaptable approach. Ability to work effectively on their own or with others under minimum supervision</p> <p>Strong team player. Happy to support other colleagues and actively contribute to the overall effectiveness and responsiveness of the administrative team</p> <p>Strong customer services focus with the ability to deal with a wide range of people including senior academic staff, students and external contacts.</p> <p>Professional approach including a proven ability to manage sensitive or confidential information</p> <p>Ability to work well under pressure and multitask effectively</p> <p>Confident but calm – a welcoming and friendly approach to staff, students, visitors and colleagues.</p>	

	Desirable	Method of assessment
Education and qualifications	Degree Level or Equivalent	Application form
Experience	<p>Worked in academic administration role in Further or Higher Education.</p> <p>Experience of staff supervision</p>	Application form and interview

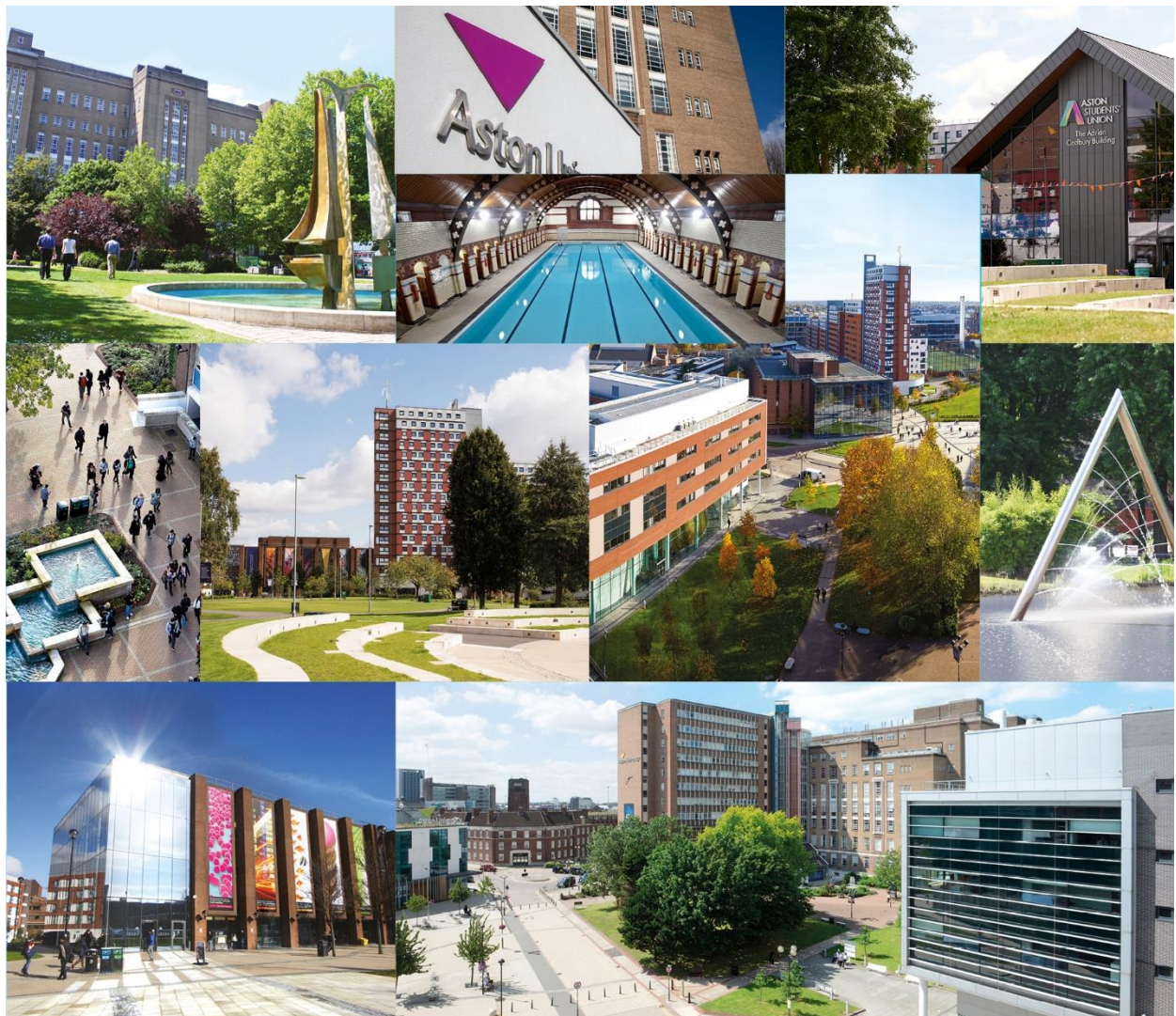
How to apply

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

Applications should be submitted by 23:59 GMT 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: Gillian Cook

Job Title: Academic Services Manager

Email: g.p.cook@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>

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**Where change
gets real.**