



# OPPORTUNITY

## Job title

**Reference:** R210195

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

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose:

To provide a professional support service to students and staff from enrolment through to graduation. Each administrator will have a designated number of programmes for which they are the primary contact. However, flexibility in providing support to other programmes is essential.

Main Contacts: Programme Directors, Programme Administrators, Timetabling Officer, Quality Officer, all staff and students.

Responsible to: Taught Programmes Team Leader

## Main duties and responsibilities

- ▶ Advising potential students and existing students about programme requirements and providing a detailed understanding of all programmes and modules.
- ▶ Providing information e.g. modules, options, methods of assessment.
- ▶ Processing student records from inputting data, maintaining records and updating records with information due to changes. Using SITS student records database and providing reports from this. Checking that all students are enrolled in the appropriate number of credits. Maintaining student files, including information about voluntary and extra-curricular activities.
- ▶ Collating information for purposes such as extenuating circumstances, ensuring that copies are extenuating circumstances forms are stored in the student's file and also passed to the appropriate year tutor. Where appropriate, attending the extenuating circumstances board meeting.
- ▶ Logging module choices and noting those who may change options and those who have yet to make these choices.
- ▶ Participating in induction activities.
- ▶ Providing the important initial pastoral link with students which will include developing an understanding of the needs and concerns of the students within specific programmes. Maintaining a care log through appropriate software e.g. SITS or similar.
- ▶ Ensuring co-ordination with the timetabling officer and that students are fully attached to relevant modules and tutor groups to assist in the production of accurate timetables.
- ▶ Attending and minuting programme committees and carrying out any follow-up activities from these meetings e.g. changes to modules, deletions and additions etc.
- ▶ Arranging and attending exam boards and inputting the assessment outcomes onto SITS. Inputting coursework marks onto SITS. Chasing academics where marks have not yet been provided but are due.
- ▶ Assisting with providing information for quinquennial programme reviews.
- ▶ Participating in student welfare and pastoral support on an appointment and rota basis (if appropriate).
- ▶ Dealing with confidential matters, such as suspensions, disciplinary issues, complaints, waivers of regulations, leaves of absence, etc. that concern individual students.
- ▶ Monitoring the bad debts and sanctions list on Agresso for Undergraduate and Taught Postgraduate Students.
- ▶ Providing administrative support to Programme Directors.

- ▶ Archiving student files.
- ▶ Working flexibly as a member of the administration team, providing cover to other areas of the wider support team as needed and equally receiving support from other areas at times of high workload or absence.
- ▶ Provide Cover for Coursework and reception during busy periods.

### **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>	A-level standard plus GCSE English and Maths.	Application form
<b>Experience</b>	Excellent numeracy skills.  PC literate with knowledge of computer-based applications e.g. Word, Access, Excel and email.  Administrative experience, including minute taking, and committee servicing.	Application form and interview
<b>Aptitude and skills</b>	Ability to use own initiative and make sensible judgments.  Excellent communication, interpersonal and customer service skills.  Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year.  Accuracy of recording, monitoring, analysing and reporting information.	Application form and interview

	Desirable	Method of assessment
<b>Experience</b>	Working Knowledge of SITS.  Experience in the HE Sector, particularly in working with undergraduate and postgraduate programmes and students.	Application form and interview



# How to apply

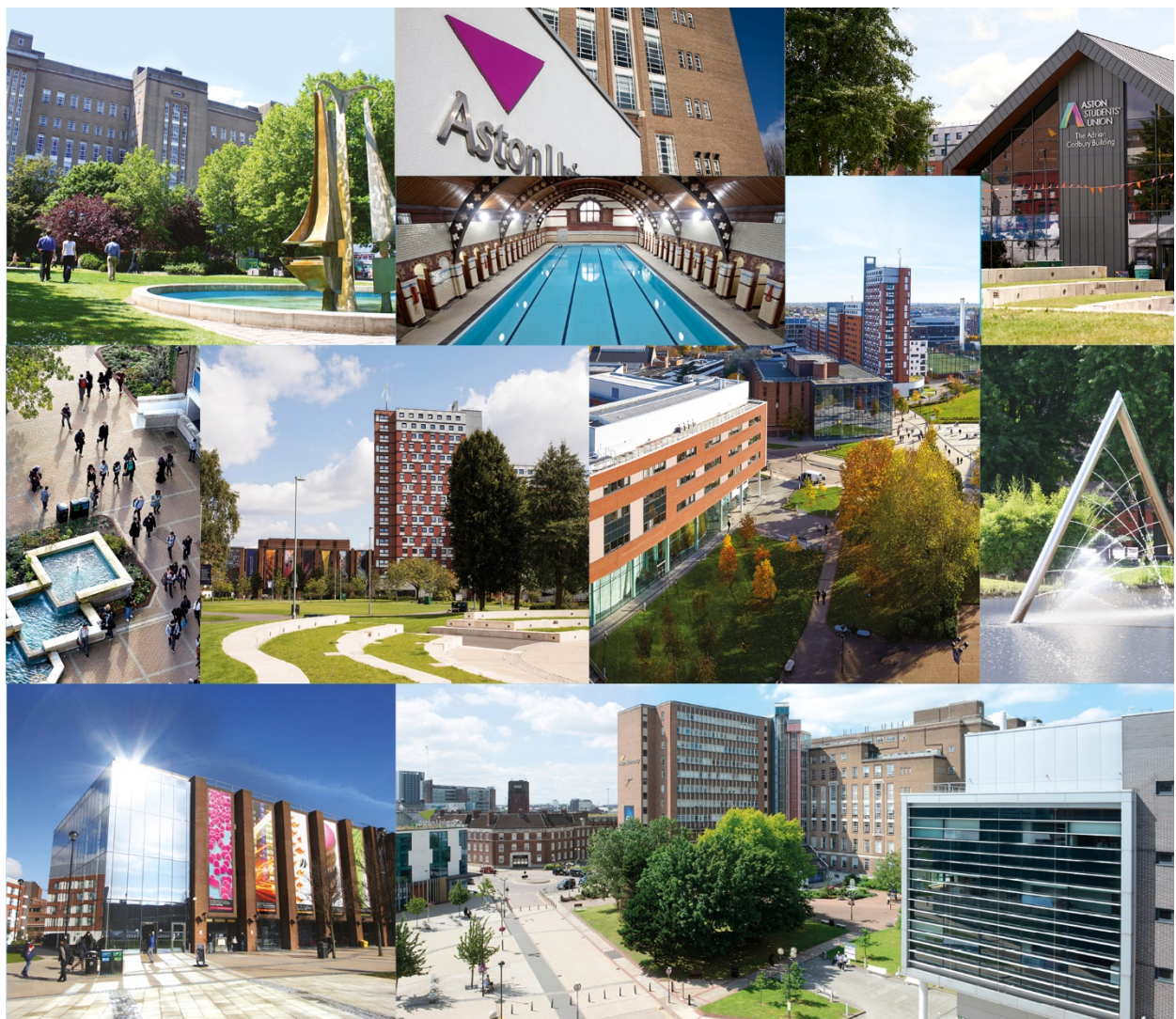
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 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](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Vicky Bond

Job Title: Taught Programmes Team Leader

Email: [v.j.bond@aston.ac.uk](mailto:v.j.bond@aston.ac.uk)

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

Recruitment Team via [jobs@aston.ac.uk](mailto: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.**