



Business Enterprise Development Coach (2 posts)

Reference: R210286

Salary: £42,149 to £50,296, per annum (pro-rata for 0.8 FTE post). Grade 9, depending on experience

Contract Type: Continuing

Basis: 1 Full Time and 1 Part Time (0.8FTE) position

Job description

Job Purpose:

To contribute to, develop and enhance the learning experience to students (known as Team Entrepreneurs) on our Team Academy Aston Business Enterprise Development programmes through team coaching, supporting learning activities and events and through continual programme development. In addition, to develop external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry, as appropriate. We are seeking candidates who are flexible, creative and committed to life-long learning. Candidates should be able to evidence the ability and desire to support 'learning by doing', team-based approaches to learning and working as part of a collaborative team of coaches.

Main duties and responsibilities

Teaching and Learning

- ▶ To coach teams at undergraduate, postgraduate and executive levels through a variety of learning and team development activities.
- ▶ To facilitate improvements in the student learning experience and programme design through effective module management both with the team of coaches and in close consultation with students.
- ▶ To use of a range of methods and techniques in the team coach role, including assessment and feedback, to develop relevant skills and behaviours as well as knowledge of entrepreneurship and management.
- ▶ To engage in the regular evaluation and development of modules, in terms of content, delivery, assessment and feedback.
- ▶ To engage with external social, business and economic partners and organisations to build awareness of and involvement in our Team Academy Aston activities.
- ▶ Undertake administrative responsibilities pertaining to the courses for which the successful candidate will be responsible such as, examination boards / attendance at accreditation meetings / teaching and learning committees.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of programmes and the curriculum.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by evaluation and development of a range of modules or within a subject area in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrate continuous professional development including involvement in team coach development activities, and critical reflective practice.
- ▶ To role model the team entrepreneurship ethos to Team Entrepreneurs and to the broader university community and to fully contribute to the life of the Team Entrepreneurship Hub.

Research/Scholarship

- ▶ To facilitate the development and growth of the team's enterprise and entrepreneurship education scholarship capability, leading and supporting colleagues on bids for funding, grants and delivering at conferences.

- ▶ To disseminate the findings of scholarship to colleagues within the School, the University and the wider community to benefit and promote good practice.
- ▶ To supervise undergraduate and postgraduate enterprise projects.

Citizenship

- ▶ To provide academic support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ To act as coach and mentor to junior colleagues.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To take part in School committees, as appropriate.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate 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.
- ▶ Ensure and promote the employability of students across programmes

Person specification

| | Essential | Method of assessment |
|-------------------------------------|---|--|
| Education and qualifications | <p>A relevant degree, a recognised coaching qualification, or extensive coaching experience.</p> <p>Senior Fellowship of the Higher Education Academy or a willingness to work towards this upon appointment.</p> <p>Evidence of continuing professional development</p> | Application form |
| Experience | <p>Experience of, and commitment to, working with learner-centred, enquiry-based and practice led pedagogic approaches.</p> <p>Experience of team coaching, participatory facilitation and/or working outside of an educational environment.</p> <p>Experience of coaching or active learning approach to business development/ education.</p> <p>Demonstrable experience of engagement with the Team Academy pedagogy and network.</p> <p>Track record of quality and innovation in teaching, learning, coaching or mentoring and evidence of ongoing CPD.</p> <p>Successful support, supervision and mentoring of colleagues.</p> <p>Demonstration of having acted as a role model or coach for teaching and learning excellence.</p> | Application form, interview and presentation |
| Aptitude and skills | <p>A broad-based understanding of team coaching and/or enquiry-led pedagogic approaches.</p> <p>Ability to employ innovative coaching and training methods</p> <p>A sound understanding of, and an ability to, work creatively and effectively with teams.</p> | Interview and presentation |

| | Essential | Method of assessment |
|--|--|----------------------|
| | <p>Ability to work effectively in an environment characterised by high levels of ambiguity and complexity.</p> <p>Highly developed communication and presentation skills</p> <p>Ability to harness IT as a learning tool.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Ability to instil employability priorities across the curriculum.</p> | |

| | Desirable | Method of assessment |
|-------------------------------------|---|--|
| Education and qualifications | Completion of a Team Academy focussed training qualification (or close to completion) | Application form |
| Experience | <p>A track record of successful external engagements: regionally, nationally, and internationally.</p> <p>Experience of course management at module or programme level.</p> <p>Experience of working with small to medium enterprises to facilitate learning.</p> <p>Experience of bidding for and undertaking externally funded applied research and consultancy projects.</p> <p>Experience with new or early-stage entrepreneurial ventures.</p> | Application form, interview and presentation |
| Aptitude and skills | <p>Ability to work well with a variety of clients.</p> <p>Ability to work with social media and understand their application in an educational setting</p> | Interview and presentation |

How to apply

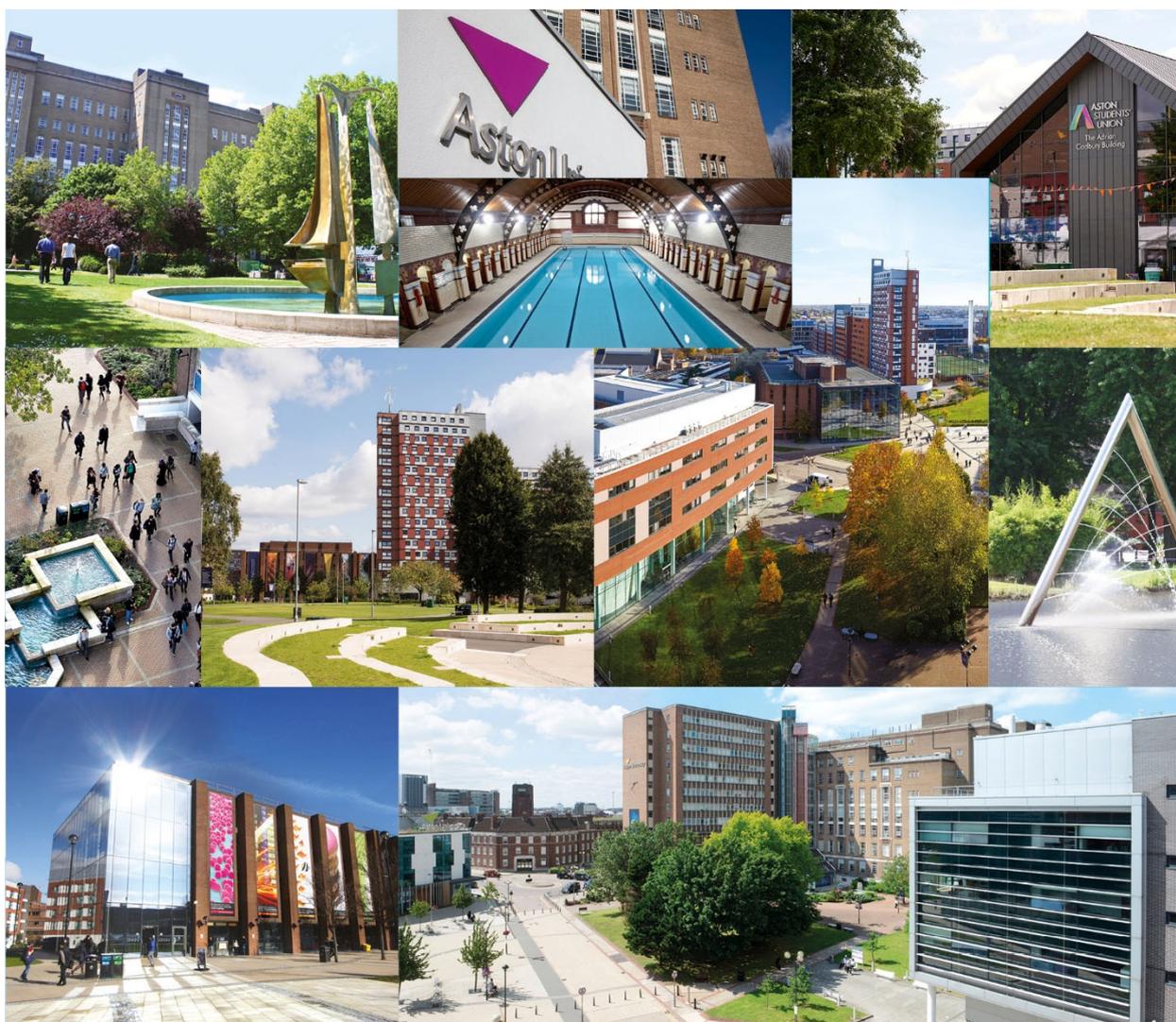
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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.



Contact information

Enquiries about the vacancy:

Name: Dr Elinor Vettrano

Job Title: Programme Director/Head Coach: Business Enterprise Development

Email: e.vettrano@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, including meeting the English Language 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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