Aston University
BIRMINGHAM UK

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IMPACT

Research Support Administrator

Reference: R210363

Salary: £23,487 to £25,627 per annum (pro-rata)

Contract Type: Continuing

Basis: Part Time (0.6 FTE, 21.3 hours per week)

Job description

Job Purpose:
The Research Support Administrator provides a range of administrative support for EPS College, including the three Research Institutes (AIPT, EBRI and ASTUTE). Working as part of the Research Support Team, within the Academic and Research Team, being led by the Research Support Team Leader.

The Research Support Administrator is the front-line point of contact for both staff and PhD students. Delivering administrative functions to support research activity across the College to include; purchasing, facilities management and meeting management. Working to and upholding administrative processes / procedures for the College in line with University central services policies.

Main duties and responsibilities

- To be the first point of contact for administrative support and guidance to researchers for specified Research Institutes and research groups.
- Purchasing of requested research related consumables and / or equipment and software ensuring procurement procedures are followed in line with University and project specific sponsor guidelines.
- Secretarial support for local Institute meetings i.e. agenda, room booking, minute taking, etc.
- Assist with the organisation of facilities for visiting researchers / students and new research staff, i.e. student office allocation, furniture, telephone, office keys.
- Maintenance and ordering of centralised stationery supplies.
- Co-ordinate arrangements for short-term visitors or external speaker associated with research seminars, workshops or conferences, i.e. hotel accommodation, travel. Ensure Professional Visitors process is observed, and any Visa requirements are met.
- Assist with travel bookings with the approved University travel agency, flights, hotel accommodation, train and car hire for attending conferences and research collaboration visits, ensuring the University Staff Travel on business procedure is adhered to.
- Assist with processing Medical VAT exemption documentation, COD and Import Duty payments for release of purchases from airport depots.
- Arrange couriers as required by the research staff.
- Arrange catering and stationery required for events, hosted by researchers (e.g. conferences, workshops, seminars).
- Maintenance of research staff / student e-mailing lists and staff updates on research webpages with Marketing.
- Assist with gathering and inputting of data regarding publication information, journal ratings and other information from research staff in PURE for REF and other research activities.
- Work flexibly as a member of the Academic and Research Team, providing cover to the immediate team as well as other areas of wider professional services as required.
- To undertake such other duties as may be reasonably required by the Research Support Team Leader and Academic and Research Team 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	A-level standard plus GCSE English and Maths or equivalent qualification.	Application form
Experience	PC literate with knowledge of computer-based applications e.g. Word, Excel and Outlook. Administrative experience to include: Minute taking Purchasing Travel bookings Events coordination	Application form, assessment and interview
Aptitude and skills	Ability to use own initiative and make sensible judgments. Excellent written / verbal communication, interpersonal and customer service skills with a wide variety of stakeholders. Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year. Accuracy of recording, monitoring and reporting information. Good personal organisation and time management skills and ability to prioritise own work activities.	Application form, assessment and interview

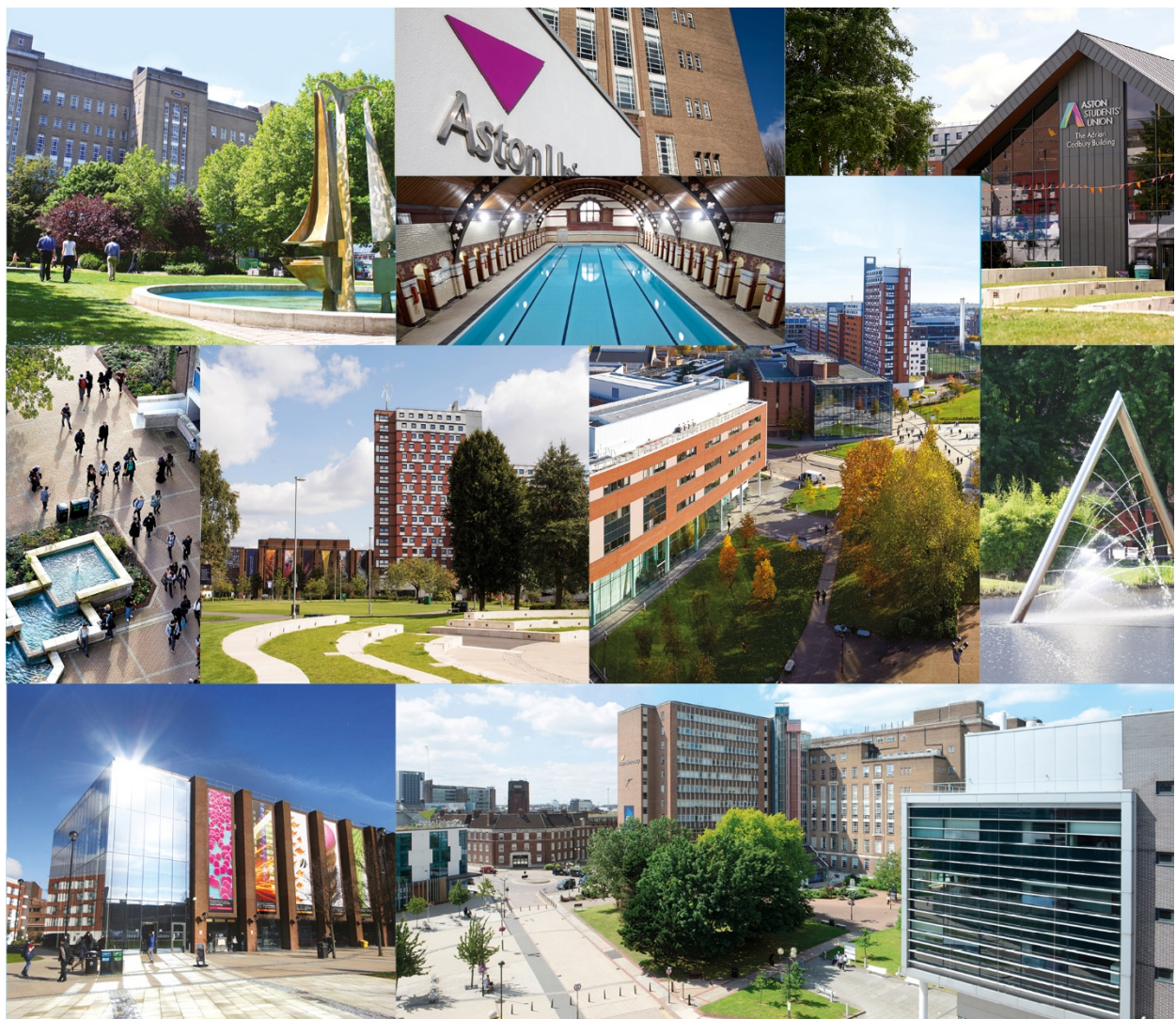|	Desirable	Method of assessment
Experience	Knowledge of research administration in Higher Education institutions or a similar environment.	Application form, assessment and interview

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.

Contact information

Enquiries about the vacancy:

Name: Stuart Rose
Job Title: Academic and Research Team Manager
Email: s.rose@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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