



POTENTIAL

Study Abroad Lead Coordinator (Placements)

Reference: R210427

Salary: £27,116 to £32,344 per annum. Grade 7

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

Your contribution to the Aston's vision for the delivery of outstanding graduate outcomes and equipping business and communities with the skills for the future, will be to support the Careers+Placements Team's strategic key performance indicator of 100% compulsory placements and maximising placements abroad by 2025.

The main responsibilities of this role will be to:

- Manage the outgoing Study Abroad placement programme for undergraduate students from all colleges of study.
- Engage in activities and training with the aim of increasing the uptake of study abroad placements.
- Develop lasting relationships with current Partner Universities and work collaboratively with stakeholders within the university to establish and forge new international partners.

Reporting to the Placement Preparation Manager and working closely with the On-Placements Team, you will have responsibility for the day to day supervision of the International Placements Coordinator and International Assistant pro-rata.

Main duties and responsibilities

- Provide a central point of contact for first and second year students, Careers and Placements staff and other Aston University staff regarding the Study Abroad placement processes and opportunities.
- Lead on and coordinate the promotion of Study Abroad opportunities to second year students as part of their placement option. Duties include the design and distribution of promotional materials, design and delivery of sessions/workshops, advertising the opportunities through the website and Careers and Placements job platform Aston Futures and attending events and fairs.
- Line manage the International Placement Coordinator and International Assistant through regular guidance, quality contact time and delegation of tasks and project work for the delivery of the study abroad process.
- Provide advice to second year students across all schools of study through tailored 1:1 appointments and drop-in sessions.
- Advise Placement Coordinators and other internal stakeholders on all aspects of the Study Abroad Programme including possible destinations, funding opportunities, assessment, visa application and others.
- Lead on the coordination of the Study Abroad selection process including updating and maintaining the online application and CRM system (MoveOn) revising adverts and application forms annually. Organise and deliver Study Abroad selection process from advert to nomination with the Partner University.
- Support students by providing advice, particularly on the registration process with their host institution (including guidance on registration-requirements, financial planning, language acquisition and accommodation applications).

- Act as the link between Aston University and Partner Universities for the duration of the placement in conjunction with the On Placement Support Team.
- Coordinate the process of obtaining transcript from Partner Universities distributing them to the Schools of Study in preparation for Examination Boards.
- Coordinate the submission and analysis of the annual Study Abroad survey to students who have completed a study placement.
- Engage in continuous improvement by analysing feedback and implementing changes to the Study Abroad process in line with student and stakeholder feedback to ensure delivery of an efficient service.
- Liaise with academics and support staff across Aston (International Office, College Support Staff, Finance, Assessment teams) to ensure the smooth operation of the Study Abroad programme.
- Liaise with Student Loans Company to confirm all placements abroad- study and work, via fortnightly reporting.
- Maintain the University CRM system with details of Partner Universities and students' progress
- Work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation
- Undertake any other duties as required by the Placement Preparation Manager and Head of Placements in alignment with the grade.

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	Educated to Degree level (or equivalent) or have acquired equivalent work experience.	Application form
Experience	<p>Experience of supervising and/or coaching colleagues; with particular emphasis on motivating to achieve high performance standards</p> <p>Experience of supervising the delivery of excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face</p> <p>Experience of previously planning, prioritising and organising the resources of self and others</p> <p>Experience with working under pressure to achieve targets or KPIs</p> <p>Experience of building relationships with international stakeholders, for example Partner University</p>	Application form and interview
Aptitude and skills	<p>Ability to work both independently and collaboratively</p> <p>Able to analyse problems and use judgment to identify and provide pragmatic and workable solutions</p> <p>Ability to think creatively with a proactive approach in generating insightful ideas and carrying them forward</p>	Application form and interview

	Essential	Method of assessment
	<p>A flexible, collaborative and intercultural approach with the ability to manage unpredictability</p> <p>Caseload management with high volume of student and/or stakeholder interactions Develops strong relationships with a wide diverse range of stakeholders (internal and external)</p> <p>Excellent IT skills: MS Office suite Awareness of student diversity, expectations of students, and understanding of the need to manage these</p> <p>Demonstrates an interest in keeping skills up to date</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Further qualification relating to any aspect of the role</p> <p>Similar substantive experience of being part of a team within further/higher education or similar environment to deliver employability services</p>	Application form
Experience	<p>Experience of working, living, or familiarity with a different culture</p> <p>Experience of line and performance management of a team.</p>	Application form and interview
Aptitude and Skills	Ability to influence and negotiate with internal and external stakeholders to help achieve strategic objectives	Application Form Interview

	Desirable	Method of assessment
	Fluency in another European language; ideally Spanish, French or German	

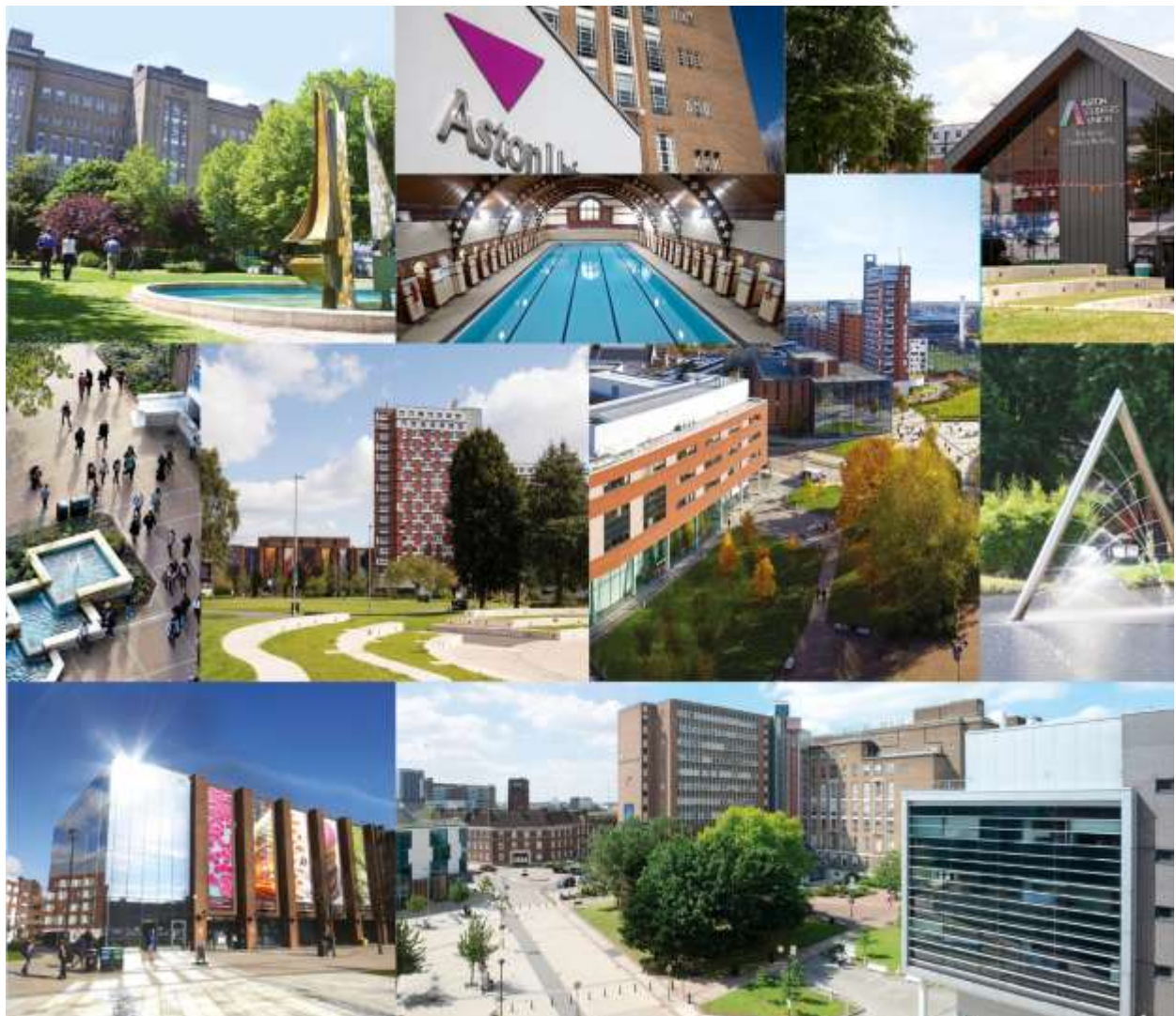
How to apply

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: Lucy Holder

Job Title: Deputy Head of Placements

Email: l.holder1@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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