



Centre Manager

Reference: R220009

Salary: £34,304 to £40,927, per annum. Grade 8, depending on experience

Contract Type: Continuing

Basis: Part Time (0.4 FTE) 14.6 hours per week

Job description

Job Purpose:

To co-ordinate, support and manage the activities of the Research Centre on Personal Financial Wellbeing (name to be confirmed). To manage the diverse functions required to sustain the Centre's commitment to leading-edge research and practice and the management of its day to day activities, which will comprise of; stakeholder communication, report production, staff co-ordination, event organisation, project management including client liaison, and the monitoring and managing of financial budgets.

Main Duties/Responsibilities:

Events and Workshops

- ▶ To organise seminars, workshops, conferences and other networking events:
- ▶ To work with academic colleagues and external partners during the design stage of each event in order to plan the purpose, targeted audience and desired outcomes/achievements.
- ▶ To create the promotional material for each event and circulate to potential guests.
- ▶ To undertake administrative tasks relating to each event including venue bookings, managing finances, managing external suppliers (e.g. caterers, IT equipment), and taking participant bookings.
- ▶ To manage the event on the day it takes place.
- ▶ To undertake follow-up activities including co-ordination and formatting of event reports and post-event follow-up with participants and academics in attendance.

Stakeholder Communication & Centre Promotion

To communicate with a wide range of stakeholders of the Centre:

- ▶ Be the central point of contact for stakeholders.
- ▶ Build and maintain relationships with key contacts and communicate regularly with them.
- ▶ Develop and maintain a web page/presence which the Centre's diverse range of stakeholders can relate to.
- ▶ Develop marketing materials which help to build a brand for the Centre.
- ▶ Develop and assist in the delivery of a comprehensive social media strategy.

Administration

- ▶ To manage the day to day running of the Centre:
- ▶ Develop systems and procedures to ensure accurate records are maintained in relation to research projects.
- ▶ Manage budgets and project finances.
- ▶ Liaise regularly with academic colleagues to inform them of the Centre's activities.
- ▶ Provide administrative support to the Centre's academic colleagues and research fellows.
- ▶ Provide support and assistance with co-ordination of research proposals.

Support the Centre Director on activities associated with the operation of the Centre.

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	<p>GCSE in English and Mathematics at least at grade C (or equivalent).</p> <p>Educated to degree level or have an equivalent relevant professional qualification or experience.</p>	Application form
Experience	<p>Significant and demonstrable experience of higher education in a people and service-driven environment.</p> <p>Significant and demonstrable experience of working in a management role within a higher education setting (or equivalent).</p> <p>Substantial prior experience of office management and development and implementation of office systems, including the development and use of KPIs.</p> <p>Prior experience of University administration/ management in a research context; experience of budget-monitoring and financial processes.</p> <p>Good working knowledge of, and proficiency in, relevant management and administrative techniques.</p> <p>Experience of providing administrative/management support to a major research project and/or research centre.</p>	Application form, interview and presentation
Aptitude and skills	<p>Excellent interpersonal and staff management skills (e.g. facilitative style and teamwork skills) to communicate effectively with a wide range of people in an academic, policy and business context.</p> <p>Demonstrate effective written</p>	Interview and presentation

	Essential	Method of assessment
	<p>communication skills. High standard of written and oral communication (e.g. ability to write clear and concise letters, memoranda, reports, minutes, and proposals)</p> <p>Demonstrate proficiency in the use of a wide range of social media for business</p> <p>Organisational and time management skill, demonstrating the ability to meet tight deadlines</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Knowledge of research funding councils, trusts and other bodies who fund and support academic research</p> <p>Demonstrable interest in personal financial wellbeing related issues</p>	Application form
Experience	<p>Experience of working in a Business School and/or an understanding of the unique challenges that an international Business School needs to overcome</p> <p>Events management experience</p>	Application form, interview and presentation
Aptitude and Skills	Ability to manage finances and project budgets	Interview and presentation

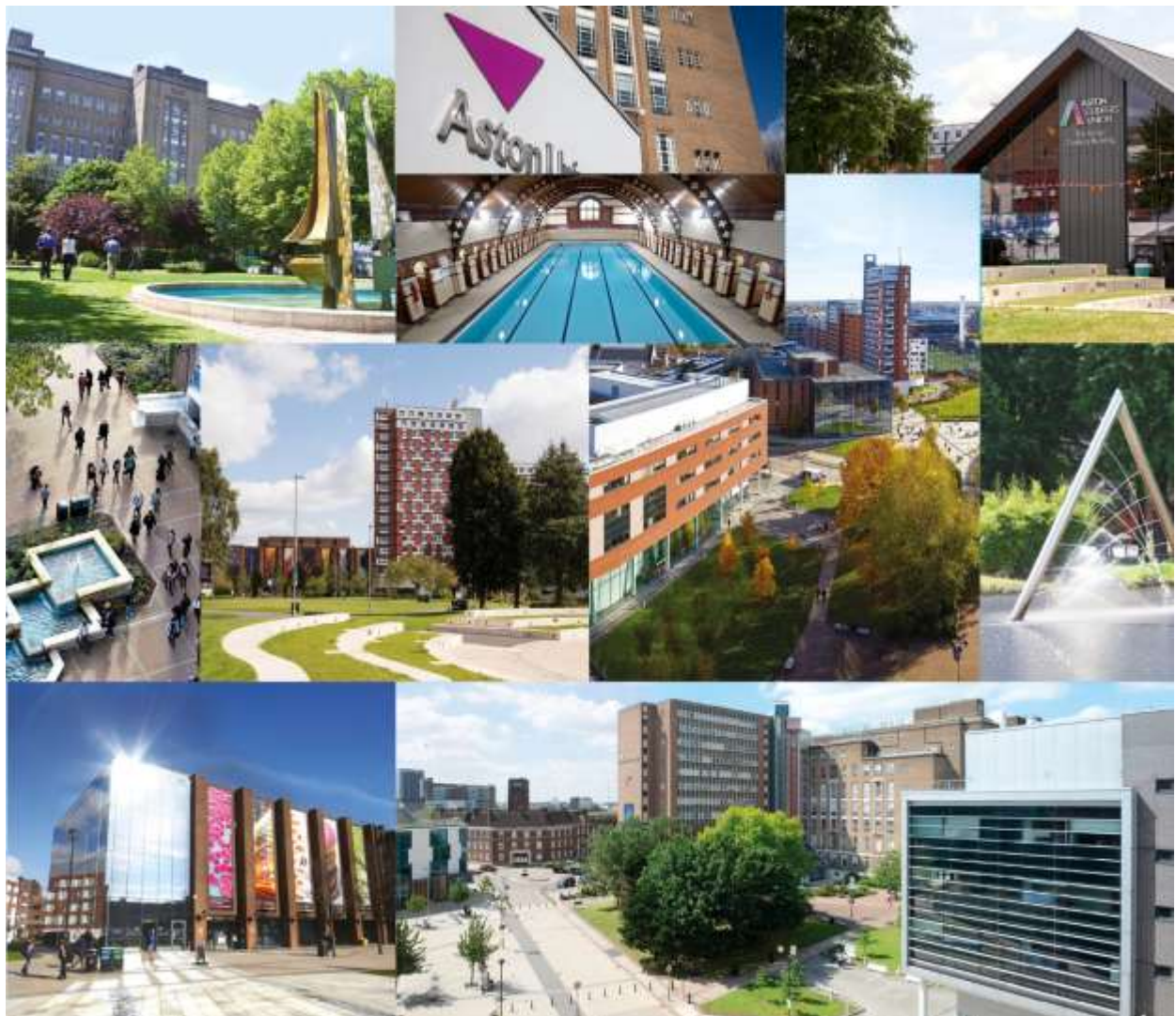
How to apply

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: Professor Andy Lymer

Job Title: Professor and Head of Department, Accounting

Email: a.lymer@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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