



**OPPORTUNITY**

## Head of Department – Aston Foundation Centre

**Reference:** R220365

**Salary:** Honorarium payment in addition to salary of substantive post

**Contract Type:** Fixed for 3 years

**Basis:** Part Time (0.6 FTE)

# Job description

## Job Purpose:

To lead and effectively manage an academic department in line with the College strategy.

## Main duties and responsibilities

- ▶ Contribute to the strategic direction and success of the College and represent the department at College and University level.
- ▶ Responsible for creating, leading, evaluating and refining the vision and strategy for AFC in line with the School and College's vision and strategy.
- ▶ Plan and deliver effective workforce planning to anticipate and meet the future needs of the department.
- ▶ Responsible for all aspects of people management, setting high standards for performance, performance management and development
- ▶ Resourcing of the department, including recruitment and selection, learning and teaching resources and work allocation.
- ▶ Deliver high levels of student satisfaction, overseeing progression rates and the recruitment of prospective students.
- ▶ Provide strategic leadership for all staff in the department, implementing College and University initiatives.
- ▶ Work closely with relevant colleagues across the University to co-ordinate University wide foundation provision.
- ▶ Manage the departmental budget, maintaining budgets in line with department and College plans.
- ▶ Managing and supporting people through change projects, advocating for the University.
- ▶ Assume overall responsibility for student pastoral care.
- ▶ Lead internal meetings and committees within AFC.
- ▶ Represent the department internally and externally on groups and committees, including representing the discipline on national representative bodies as appropriate.
- ▶ Responsible for meeting departmental TEF targets where appropriate.
- ▶ Promote citizenship and collegiality within the department
- ▶ Maintaining the identity and a strong disciplinary profile of the department, promoting collegiality and mentoring throughout.
- ▶ To work with other Schools and Departments in the College to develop multi- and inter-disciplinary programmes in teaching.
- ▶ To undertake other responsibilities and duties as reasonably requested by the Executive Dean.

## 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>	<p>A good first degree in a relevant subject</p> <p>A doctorate in a relevant academic discipline <u>and/or</u> relevant industrial experience</p> <p>A recognised teaching qualification / membership of the Higher Education Authority (HEA) at the level appropriate to the post holder's substantive appointment.</p> <p>Evidence of leadership and management development training or the commitment to undertake this</p>	Application form
<b>Experience</b>	<p>Management and leadership of staff, department, discipline or programme</p> <p>Proven experience in managing conflict and resolving difficult situations</p> <p>Understanding and experience of foundation year programme and values</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Ability to lead a department as role model and exemplar of organisational behaviours</p> <p>Persuasion and influencing skills</p> <p>Ability to multi-task and maintain high standards of quality</p> <p>Ability to communicate the strategic and values of the department to all members</p> <p>Commitment to inclusion and wellbeing throughout the department</p> <p>Understanding of key issues in teaching</p>	Interview and presentation

# How to apply

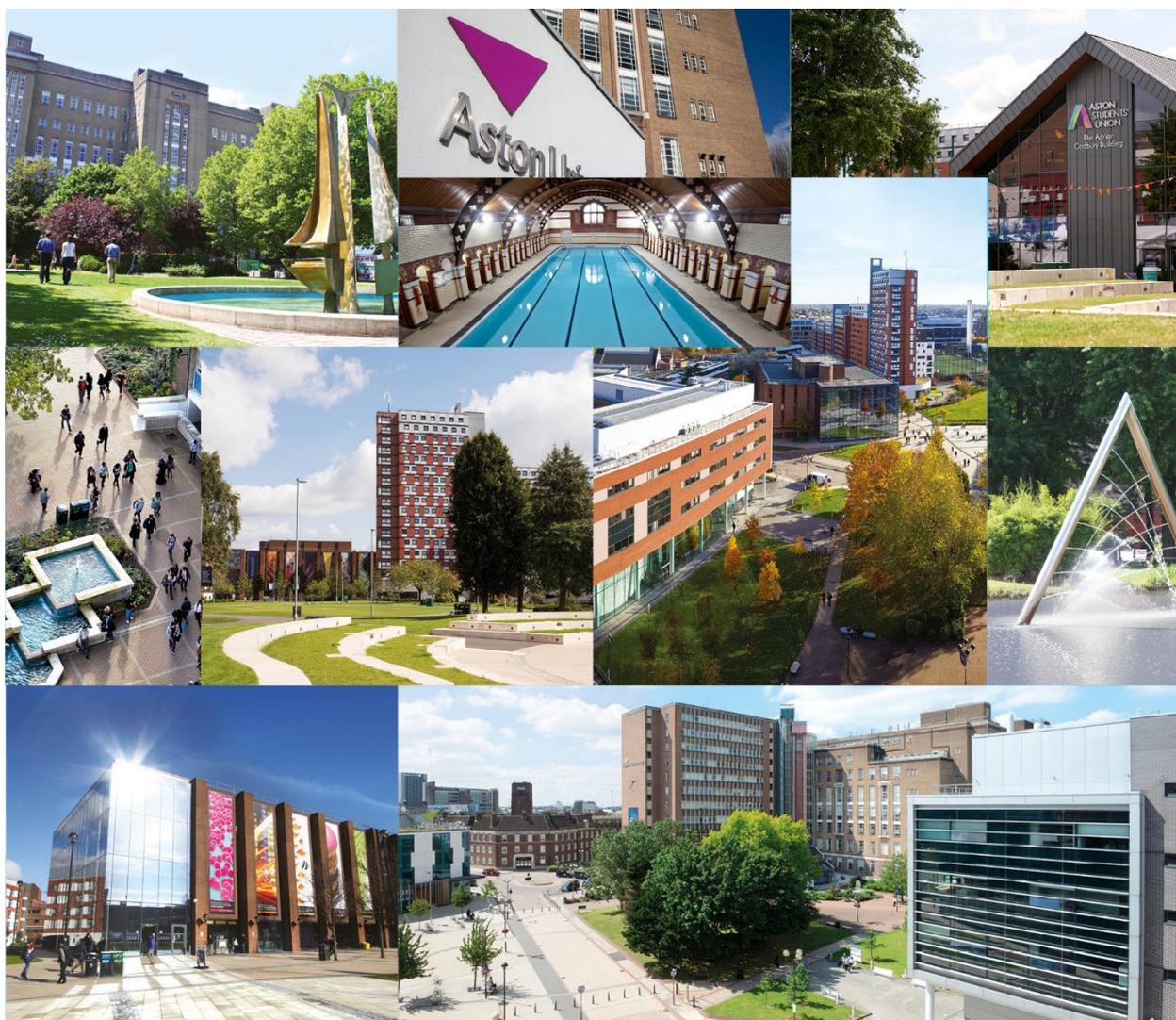
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Laura Leslie

Job Title: Reader and Head of School

Email: [l.j.leslie@aston.ac.uk](mailto:l.j.leslie@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, 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>

**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



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gets real.**