



**OPPORTUNITY**

## International Risk Placement Coordinator

**Reference:** R220419

**Salary:** £23,487 to £25,627 per annum

**Contract Type:** Continuing

**Basis:** Full time

# Job description

## **Job Purpose:**

Employability is central to our university mission, and always has been. Our employability offers and performance is an important part of the University value proposition and is a key student recruitment and attraction tool. It is also intrinsically connected to the student experience, our alumni offer and learning and teaching as well as research and knowledge exchange. More widely it is part of the commitment Aston makes to students and graduates which transforms lives.

Your contribution to Aston's mission, exploitable research, and employable graduates, will be to support the Careers and Placements Team's strategic aim of maximising positive graduate destination outcomes for all students with a particular focus on ensuring students are fully aware of the risks and implications of their time abroad for placement.

## **Main Duties/Responsibilities:**

- ▶ Providing front line support for students to overcome challenges and/or barriers that impact them whilst on placement, escalating complex and high-risk cases
- ▶ Deliver front line information, advice and guidance to students across a number of platforms face to face, written and online
- ▶ Contributes to projects and initiatives in identified core activity areas
- ▶ Supports communication of team's key messages, to maximise the placement experience for students about to take international placement or already on an international placement
- ▶ Be Up to date with risk management tools such as FCDO and Drum Cussac
- ▶ Raise the profile of the On-Placement Support Team, to ensure students are engaged with the placement year before, during, and after placement; enabling access to placement information for all, and ensure consistent delivery of excellent customer service
- ▶ Preparing for and assisting the On Placement Manager and Lead Approvals Coordinator in engaging any alert or emergency response for our students who have travelled internationally

## **Additional responsibilities**

- ▶ Coordinate the short- & medium-term group plans to improve the student journey when opting into international placement / study
- ▶ Preparing and delivering materials and tools to aid Aston students to complete International Travel
- ▶ 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>	Educated to A level or equivalent, or experience in a similar level and type of role.	Application form
<b>Experience</b>	Experience of delivering and communicating important, critical information to a wide-ranging audience  The ability to work independently.  Customer service experience and communicating via telephone	Application form and interview
<b>Aptitude and skills</b>	Must have excellent problem solving and analytical skills along with computer skills.  Must have excellent communication skills and customer service skills.	Application form, Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Further qualification relating to any aspect of the role	Application form
<b>Experience</b>	Experience of working, living, or familiarity with a different culture  Similar substantive experience of being part of a team within further/higher education or similar environment	Application form, Interview

# How to apply

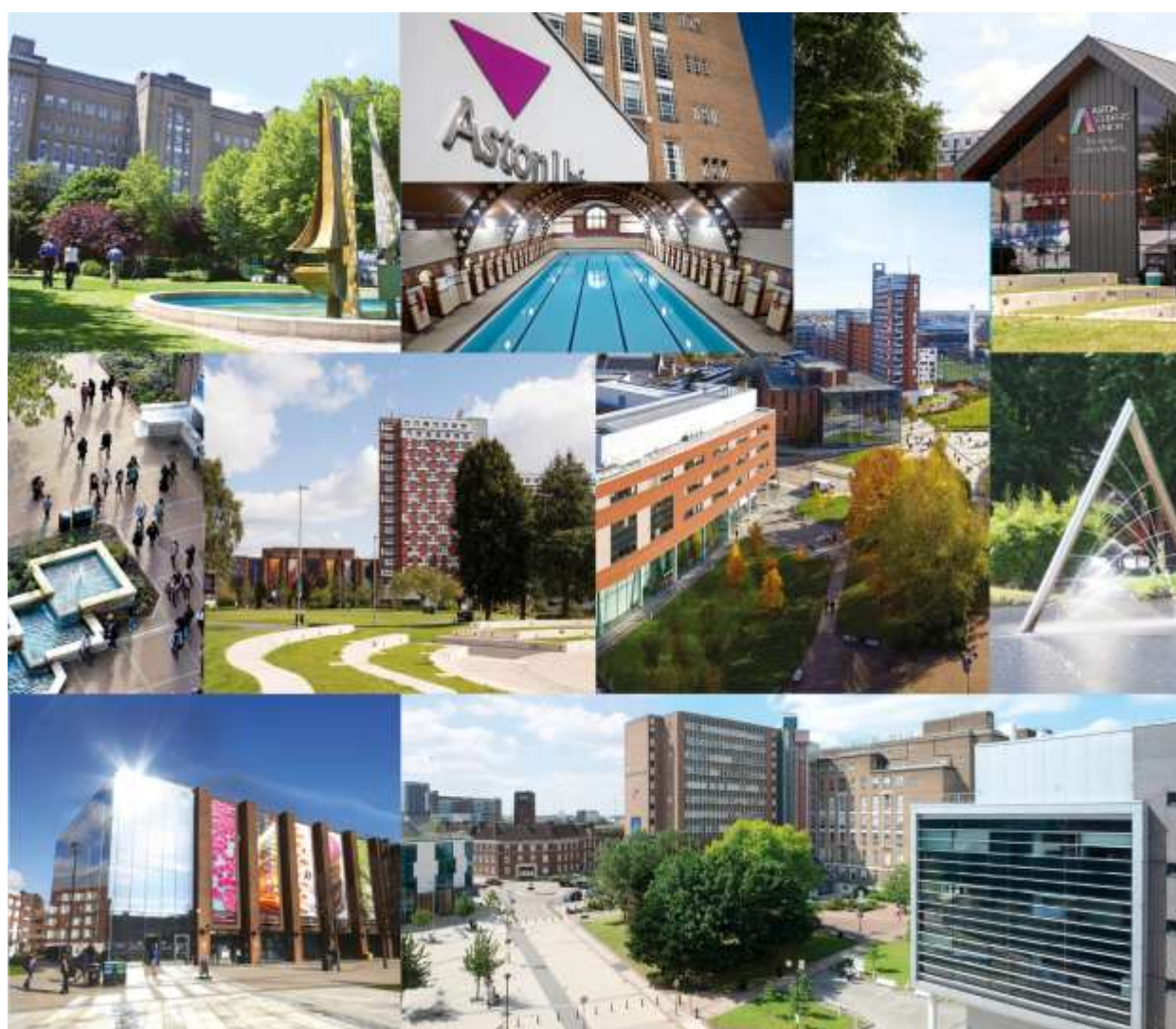
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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



# Contact information

## Enquiries about the vacancy:

Name: Carly Bradshaw

Job Title: On-Placements Manager

Email: [c.bradshaw@aston.ac.uk](mailto:c.bradshaw@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**

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**aston.ac.uk**



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gets real.**