



OPPORTUNITY

Research Support Coordinator

Reference: R220502

Salary: £24,285 to £26,396, per annum. Grade 6, depending on experience

Contract Type: Fixed Term (End Date June 2023)

Basis: Full Time

Job description

Job Purpose:

To provide administrative support for all research related activity in the College of Business and Social Sciences, particularly to the activities of the BSS Research Centres.

Main duties and responsibilities

- ▶ To provide administrative support for all research related activity in BSS.
- ▶ Provide administrative support to BSS Research Centres, particularly those without Centre Managers, to ensure the achievement of Centre objectives (including answering queries, updating budget spreadsheets and working to organise events, activities and committee meetings).
- ▶ Financial administration for research in the College including use of the University credit card and processing of purchase orders and invoices.
- ▶ Support for travel arrangements, liaising with researchers and the University's travel provider.
- ▶ Act as first point of contact for enquiries raised by staff and students to the BSS Research Office.
- ▶ Work with the Research Manager, Senior Research Manager and central Marketing colleagues to organise research web page updates and monitor activity.
- ▶ Provide administrative support to the Conferences and Events Manager and ensure that seminars, conferences and CPD events work effectively.
- ▶ Maintaining a schedule of research seminars and events within Centres and Departments and advertising these across the College and externally.
- ▶ Provide support for all research impact related activities within BSS working closely with the Research Manager, Senior Research Manager, Director of Research Impact and the Associate Dean Research (including the recording of impact related information and evidence).
- ▶ To maintain effective working relationships with Aston's central departments (Finance and Human Resources) and attend events outside of BSS which will enhance the reputation and visibility of the BSS Research Office.
- ▶ To work with other members of the BSS Research Office to assist them in wider research administration tasks including those related to preparations for the Research Excellence Framework, and other research quality exercises.
- ▶ Any other tasks commensurate with the grading of the role as delegated by the line 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	Educated to A level standard or equivalent. GCSEs including English and Mathematics.	Application form
Experience	Experience within a similar administrative role. Experience of dealing with a varied workload with tight deadlines. Experience of dealing with student and/or staff queries.	Application form and interview
Aptitude and skills	Able to organise oneself and others. Able to communicate at all levels. Pays attention to detail. Able to manage multiple tasks simultaneously. Customer focussed and able to manage expectations. Proficiency with Microsoft Office software including Outlook, Word, Excel and PowerPoint.	Application form and interview

	Desirable	Method of assessment
Experience	Previous work in a Higher Education environment.	

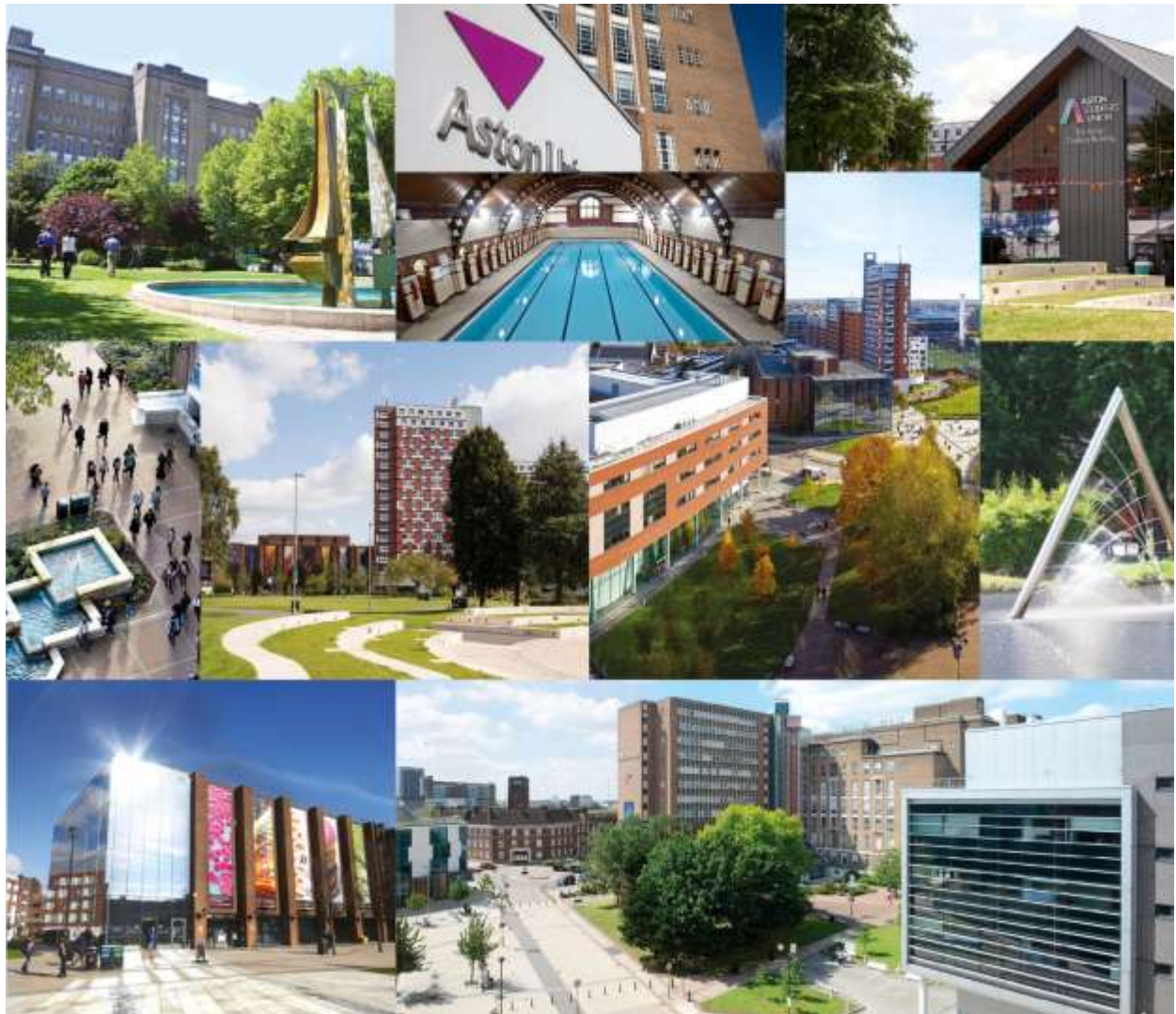
How to apply

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: Dan Thomson.

Job Title: Research and Department Support Manager.

Email: d.thomson1@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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gets real.**