



Team Leader

Reference R220602

Salary: £43,414 to £51, 805 per annum. Grade 9

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

The post will support the achievement of the Aston Strategy 2018 to 2023, through the line management, support and development of a business critical and high-profile student systems team. The post holder will be responsible for developing the student systems team, in alignment with the team mission statement and the Digital Strategy and promoting a culture of high performance and innovation. The post holder will be responsible for the prioritisation of team workload and will work with a range of stakeholders across the University in ensuring that the team deliver strategic impact and value.

As a Team Leader, you will be an experienced line manager. You will have a technical background and demonstrate innovation in the development of new approaches to and options for student systems at Aston University. You will be a confident and experienced negotiator and communicator, working with a range of stakeholders and third parties. You will be confident and experienced in conveying highly technical information and concepts to non-technical users.

Main duties and responsibilities

- ▶ To support and develop the Corporate Student Systems Team, in alignment with the team mission statement and Digital Strategy.
- ▶ To provide technical support, mentoring and development to the Corporate Student Systems Team.
- ▶ To embed and promote a culture of high performance and innovation within the Corporate Student Systems Team.
- ▶ To prioritise team workload so that the team proactively deliver value and strategic impact to the wider University.
- ▶ To line manage the Corporate Student Systems Team, providing pastoral support to team members.
- ▶ To work proactively with key stakeholders, such as Digital Services and the Project Management Office, to assist in the support and development of University wide improvement projects.
- ▶ To engage frequently and effectively with relevant University-wide working groups and forums.
- ▶ To liaise frequently and effectively with relevant sector-wide working groups and actively apply best practice within the development of student systems at Aston University.

- ▶ To take personal responsibility for the development of technical skills, keeping up to date with technological developments and other relevant areas of change through both formal and informal means.
- ▶ To assist in the development and coordination of key University-wide events such as Clearing, Enrolment, and Graduation.

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	An honours degree or equivalent.	Application form
Experience	<p>Proven leadership skills with the ability to proactively drive developments and communicate strategic vision.</p> <p>Experience in the development and leadership of technical teams.</p> <p>Successful track record in leading the support and development of business-critical systems.</p> <p>Experience of management information systems and of leading the support and development of these systems.</p> <p>Experience of evaluation and implementation of substantive systems.</p> <p>Experience of requirements gathering and analysis.</p> <p>Demonstrable experience of successful business analysis and innovation.</p> <p>Previous experience of working according to established project management techniques, such as Agile.</p> <p>Experience of working within a regulatory environment.</p>	Application form and interview
Aptitude and skills	Excellent customer service and stakeholder engagement skills.	Application form and interview

	Essential	Method of assessment
	<p>Ability to think strategically and to embed innovation and creativity.</p> <p>Ability to make sound judgements.</p> <p>·</p> <p>Excellent oral and written skills.</p> <p>The ability to convey highly technical information and concepts to non-technical stakeholders.</p> <p>Analytical ability and attention to detail and accuracy.</p> <p>Ability to take innovative approaches to problem solving and devising inventive and creative solutions</p>	

	Desirable	Method of assessment
Education and qualifications	Formal Leadership qualification.	Application form
Experience	Experience in, or understanding of, the Higher Education Sector.	Application form and interview

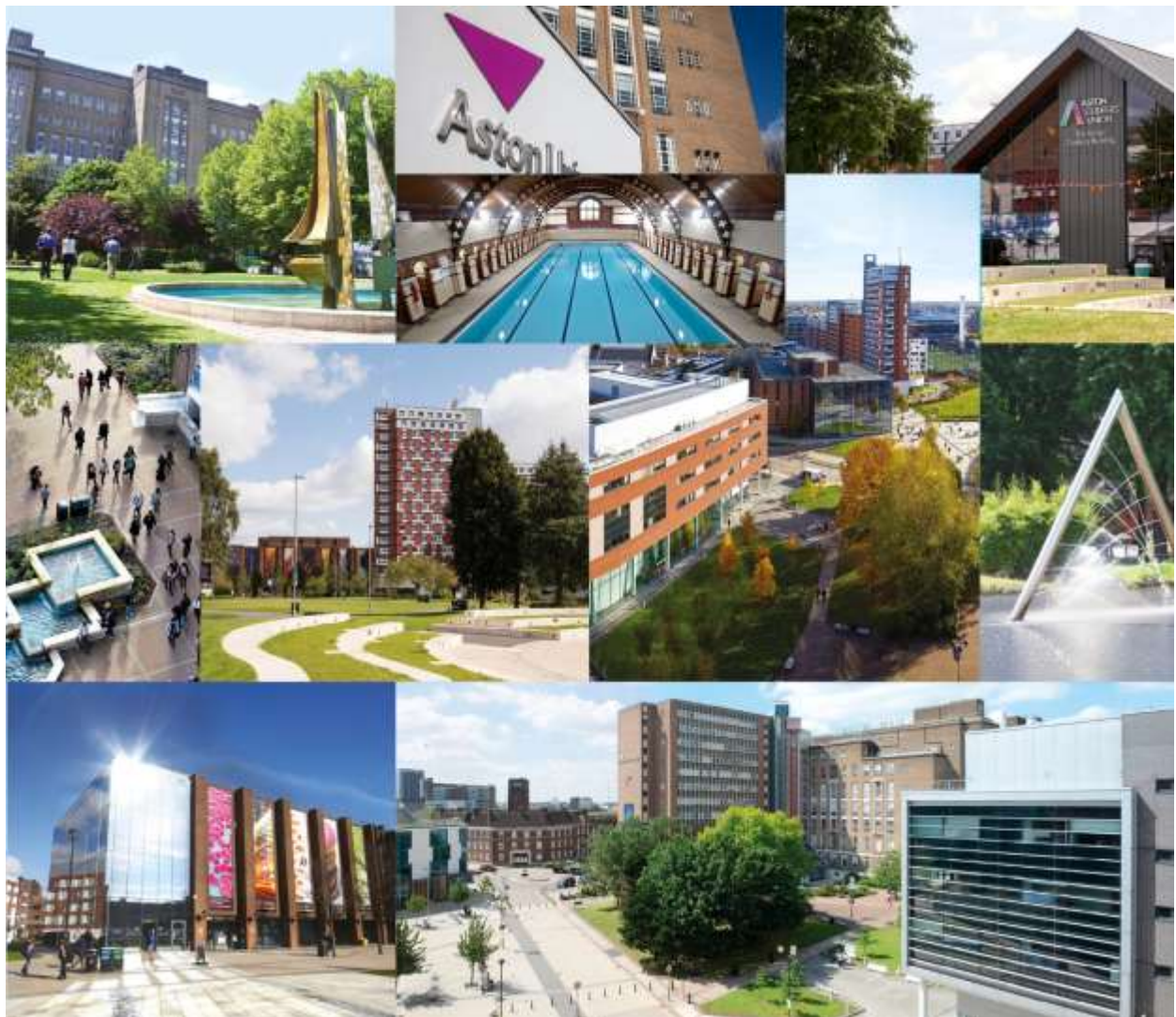
How to apply

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.



Contact information

Enquiries about the vacancy:

Name: Ruth Hall

Job Title: Director of Planning and Corporate Student Systems

Email: r.hall@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>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



**Where change
gets real.**