

# Senior Impact Acceleration Account Officer



**OPPORTUNITY**

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**Reference: 0324-24**

**Grade: 8**

**Salary: £37,099 to £44,263 per annum, depending on experience**

**Contract Type: Fixed term until 31/03/2028**

**Basis: Full time**

## Job description

To play a central role in the delivery of our £1.25m ESRC IAA 2023-28 programme, and our £564,000 EPSRC IAA 2022-26 programme, including the provision of advice and support to applicants and award holders, production of regular monitoring reports, and the organisation of events.

The postholder will be based in the University's Research Services Team and will report to and work closely with the University Impact Manager, who manages the University's ESRC and EPSRC IAAs. He/she will also work closely with the Academic Discipline Leads for the ESRC and EPSRC IAAs, and with the IAA Administrator.

The successful candidate will have the opportunity to work with researchers across Aston to develop plans for IAA-funded impact and innovation projects, while co-ordinating the funding streams and competitions offered by these two IAAs. He/she will oversee a wide range of active funded projects, as well as overseeing project and programme reporting, including financial reporting.

The postholder will also play a lead role in planning and delivering a range of impact and knowledge exchange events, including training, networking events, and Aston's annual contribution to the ESRC Festival of Social Science.

## Main duties and Responsibilities

- ▶ To play a leading role in the delivery of the ESRC and EPSRC IAA calls and application process, ensuring that the process is optimised to maximise the quality of IAA applications and projects, and the learning that researchers derive from the process of applying.
- ▶ Provide guidance and support to researchers in developing IAA funding proposals and in the delivery of funded projects.
- ▶ To organise IAA impact training, knowledge exchange and stakeholder engagement events, including liaison with external partners, where necessary.
- ▶ Liaise closely with the University's Finance Team to manage the budget for the ESRC and EPSRC IAAs, including tracking expenditure and ensuring compliance with funding guidelines.
- ▶ Play a leading role in collating post-award monitoring and other data to fulfil IAA and internal reporting requirements.
- ▶ Develop and update content for IAA web pages.
- ▶ Provide the secretariat for the University's Impact Funds Review Panel, Steering Group and Advisory Board.
- ▶ Assist with the design and drafting of future institutional UKRI IAA funding proposals.
- ▶ To provide support for the University's BBSRC IAA if required by the BBSRC IAA Academic Discipline Lead or Manager.
- ▶ Provide other research impact support, including support for the management of the University's Research Impact Fund and support for other projects undertaken by the University's Research Impact Team, as required.

## 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>	An undergraduate degree or an equivalent professional qualification.	Application form
<b>Experience</b>	<p>Demonstrable experience of contributing to the management of budgets or funds.</p> <p>Demonstrable experience of organising effectively events (including in-person events) which involve internal and external stakeholders.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Good understanding of research impact, and the pathways for achieving it, in the context of higher education.</p> <p>Excellent organisational and time-management skills, including the ability to manage multiple projects simultaneously.</p> <p>Excellent communication skills, with the ability to engage effectively with a range of stakeholders.</p> <p>Excellent written communication skills.</p> <p>Strong numeracy and analytical skills, with the ability to analyse and interpret data, including basic financial data, and excellent attention to detail.</p> <p>Ability to work collaboratively and constructively with colleagues across different departments and teams. [E9] Ability to work independently and use initiative.</p> <p>Excellent IT skills, including proficiency in Microsoft Word, Outlook, PowerPoint, and Excel.</p>	Application form and interview

	Desirable	Method of assessment
<b>Aptitude and Skills</b>	The ability to write clear, accurate and compelling web content.	Application form and interview

## How to apply

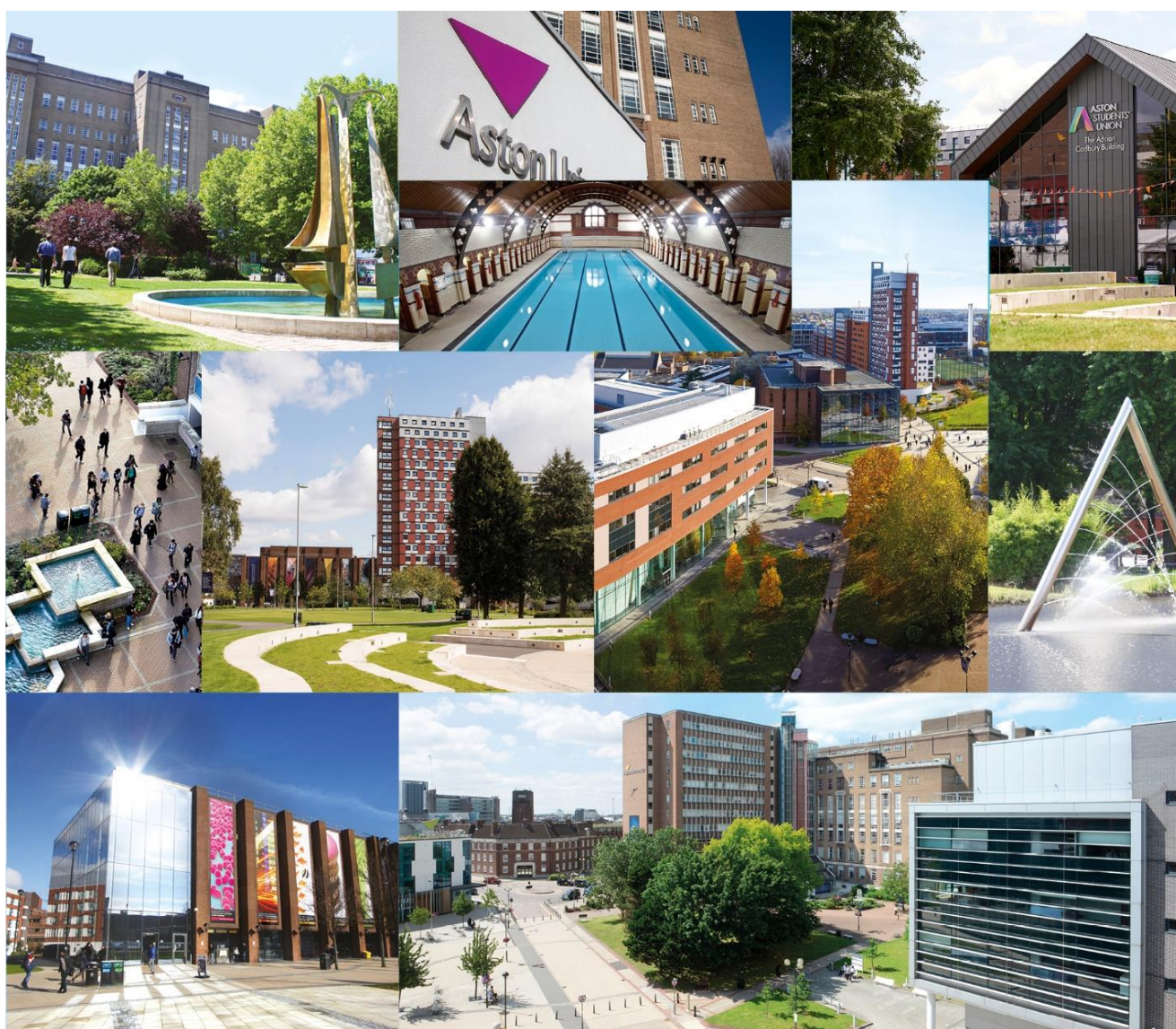
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm 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: Liz Fawcett

Job Title: University Impact Manager

Email: [l.fawcett@aston.ac.uk](mailto:l.fawcett@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:** [Benefits and Rewards | Aston University](#)

**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 are applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent**, and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

### **Before you start and Right to Work**

#### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**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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**aston.ac**



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