



**OPPORTUNITY**

Where change  
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**Reference: 0405-24**

**Grade: 9**

**Salary: £45,585 to £54,395 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

## Job description

As the Head of Compliance for Degree Apprenticeships and Adult Provisions within Aston Professional, you will play a crucial role in ensuring that our educational offerings comply with all regulatory requirements and internal policies. You will lead a team responsible for monitoring, evaluating, and enhancing compliance across our degree apprenticeships and adult education provisions.

The post is based at John Cadbury House (Aston University). Hybrid or remote applicants are welcome to apply.

## Main duties and Responsibilities

- ▶ Lead on the monthly ILR submission via Aptem.
- ▶ Oversee and have input into the background Aptem design, build and functionality.
- ▶ Lead a team of compliance officers to ensure Aston University is always audit ready.
- ▶ **Develop and Implement Compliance Strategies:** Design and implement comprehensive compliance strategies and frameworks tailored to degree apprenticeships and adult education programmes.
- ▶ **Monitor Regulatory Changes:** Stay informed about relevant regulatory changes and ensure that our programmes adhere to updated standards and requirements.
- ▶ **Internal Policy Development:** Collaborate with stakeholders to develop and update internal policies, procedures, and guidelines to maintain compliance standards.
- ▶ **Training and Awareness:** Conduct training sessions for staff and stakeholders to raise awareness of compliance requirements, processes, and best practices.
- ▶ **Risk Assessment and Mitigation:** Identify potential compliance risks and develop mitigation plans to address issues proactively.
- ▶ **Audit and Reporting:** Lead on compliance audits (both internal and external) and assessments to evaluate program effectiveness and identify areas for improvement. Prepare comprehensive reports for senior management and regulatory bodies as required.
- ▶ **Ethics and Integrity:** Promote a culture of ethics and integrity throughout the organization, ensuring that all activities.
- ▶ Align with our core values and regulatory expectations.

### **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>	Bachelor's degree in law, Business Administration, Education, or a related field.	Application form.
<b>Experience</b>	<p>Minimum of 5 years of experience in compliance roles within the education sector, with specific experience in degree apprenticeships and adult education provisions essential.</p> <p>Proven leadership experience with the ability to lead and motivate a team, foster collaboration, and drive results.</p>	Application form and interview.
<b>Aptitude and skills</b>	<p>Excellent analytical and problem-solving skills, with the ability to interpret complex regulations and apply them to practical scenarios.</p> <p>Strong working knowledge of regulatory requirements related to degree apprenticeships, adult education, apprenticeship levy, and funding regulations.</p> <p>Exceptional written and verbal communication skills, with the ability to effectively communicate compliance issues and solutions to diverse stakeholders.</p>	Application form and interview.

	Desirable	Method of assessment
<b>Education and qualifications</b>	A master's degree or professional certification in Compliance or a relevant discipline.	Application form.

# How to apply

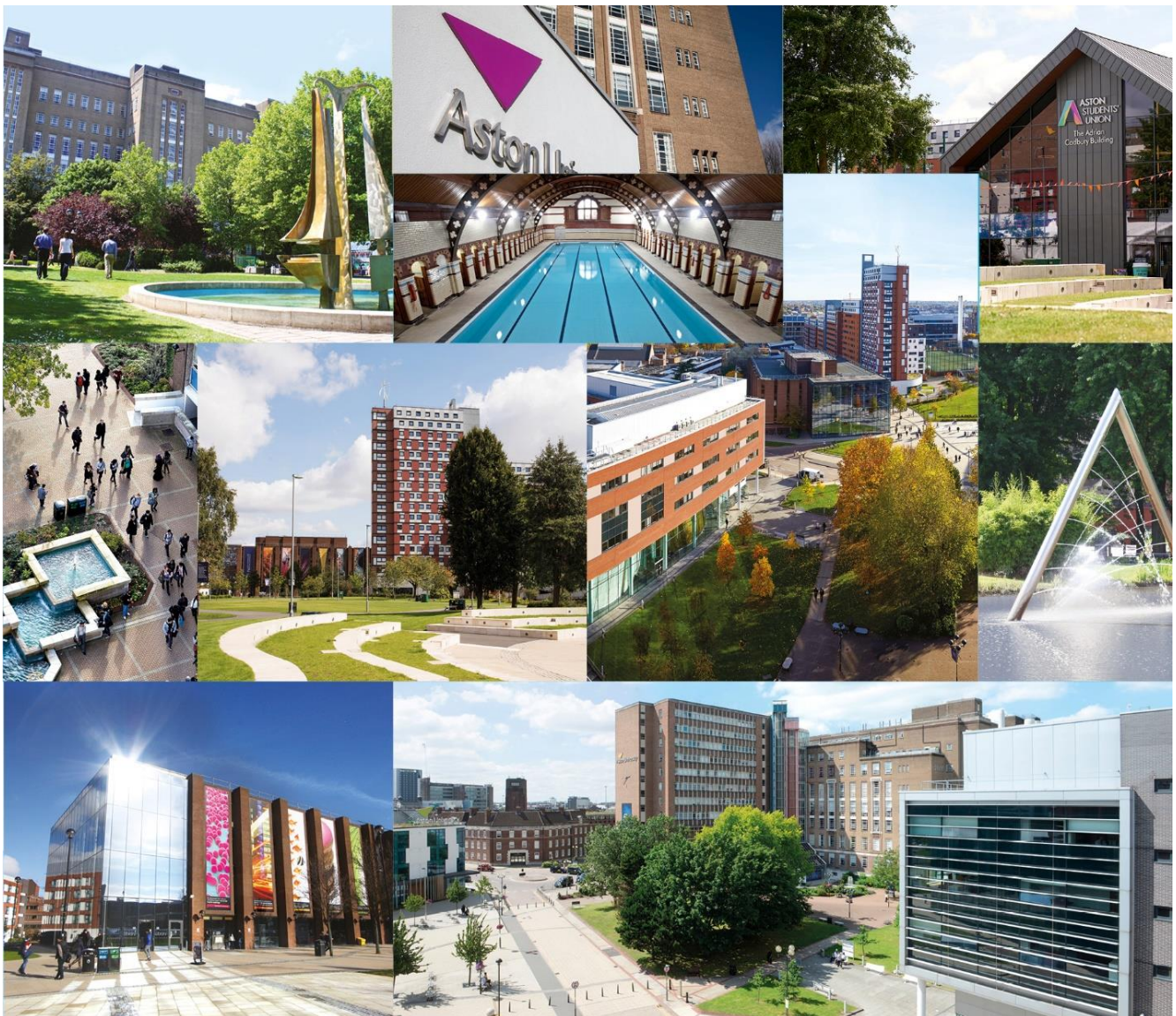
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Goudarz Poursharif

Job Title: Director of Aston Professional

Email: [g.poursharif@aston.ac.uk](mailto:g.poursharif@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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 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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