



OPPORTUNITY

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Reference: 0472-24

Grade: 09

Salary: £45585 to £54395 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

A new opportunity has arisen for an individual to lead our Research Support team. You will be instrumental in implementing the research and impact strategy, increasing student numbers, exploitation of new technologies and effective research communications. You will take a leading role in preparing and resourcing ABS's REF2029 submission and in the research governance more broadly.

You will have had substantial experience working in a professional administrative role within Higher Education or in an international environment and have successfully managed people. Excellent communication and organisational skills are essential. You will also possess good IT skills, adopt a professional proactive approach and be committed to continuous improvement.

Main duties and Responsibilities

- ▶ Work with the ADR, the Director of Research Degree Programmes and the Director of Research Impact to develop and implement the BSS Research Strategy and oversee budgets related to research support for staff and students.
- ▶ Responsibility for quality management and planning for the BSS Research Office (BSSRO) and the BSS Research Degree Programmes.
- ▶ Oversee data collection, management and reporting on research performance and other research related metrics within in BSS (including REF, accreditations and other formal related submission processes)
- ▶ Develop relationships with colleagues in RKE (Research and Knowledge Exchange), including the Graduate School, PGR Administration Team and Business Engagement, to ensure that BSS research is adequately supported.
- ▶ Represent BSS research management externally where appropriate including conferences, training events or external meetings.
- ▶ Network externally to keep up with market trends and ensure best practice within BSS.
- ▶ Responsible for driving continuous development within the BSS Research Office and assist with the development of any research related processes, practices or activities including data collection, analysis and operational procedures.
- ▶ Strategic analysis and development of Research Degree Programmes in BSS with the Director of Research Degrees Programmes (DRDP).
- ▶ Monitor and organise (alongside the DRDP and Department Heads) the contribution that staff will be making to the teaching and supervision elements of BSS Research Degree Programmes.
- ▶ Ensure the effectiveness of BSS Research Degree Programmes actively improving their delivery and the student experience through direct feedback, PRES (Postgraduate Research Experience Survey), APRS (Aston Postgraduate Research Society) and regular internal review.
- ▶ Manage, develop, motivate and support members of the BSS Research Office as needed.
- ▶ Work with the Conference and Events Manager to ensure that BSS Research Events are well organised, attract a wide audience, enhance the reputation of BSS and are costed effectively.
- ▶ Responsible for health and safety on 11th Floor South Wing (base of the BSS Research Office).
- ▶ Work with the colleagues in BSS, and in RKE, to ensure that our ethics processes and practices work effectively for staff members and PGR students.
- ▶ Work with Colleagues in BSS, and the central marketing team, to ensure that BSS webpages relating to research are updated regularly.
- ▶ 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	Good first degree or equivalent work experience in a HE research environment.	Application form
Experience	<p>Substantial experience in a similar role or in professional administration within higher education.</p> <p>Substantial experience in Managing people.</p> <p>Experience of service delivery in a customer focussed role.</p> <p>Previous experience of HE research environment and REF.</p> <p>Experience of supporting the development of research strategy.</p> <p>Experience in analysing large amounts of data.</p>	Application form and interview
Aptitude and skills	<p>Excellent oral and written communication skills.</p> <p>Excellent interpersonal skills due to the need to provide excellent customer service and the line management responsibility.</p> <p>Confidence and experience in the use of IT, particularly database and spreadsheet systems.</p> <p>Good knowledge of the current issues within higher education.</p> <p>Commitment to customer care.</p> <p>Excellent analytical and reporting skills.</p> <p>Good time management skills.</p>	Application form and interview

	Essential	Method of assessment
	Awareness of different cultures.	

	Desirable	Method of assessment
Education and qualifications	Postgraduate degree in a relevant subject.	Application form
Experience	Experience within an international/multicultural environment. Experience of planning and managing events.	Application form and interview
	Knowledge of SITS student record database. Knowledge of Agresso or finance systems.	

How to apply

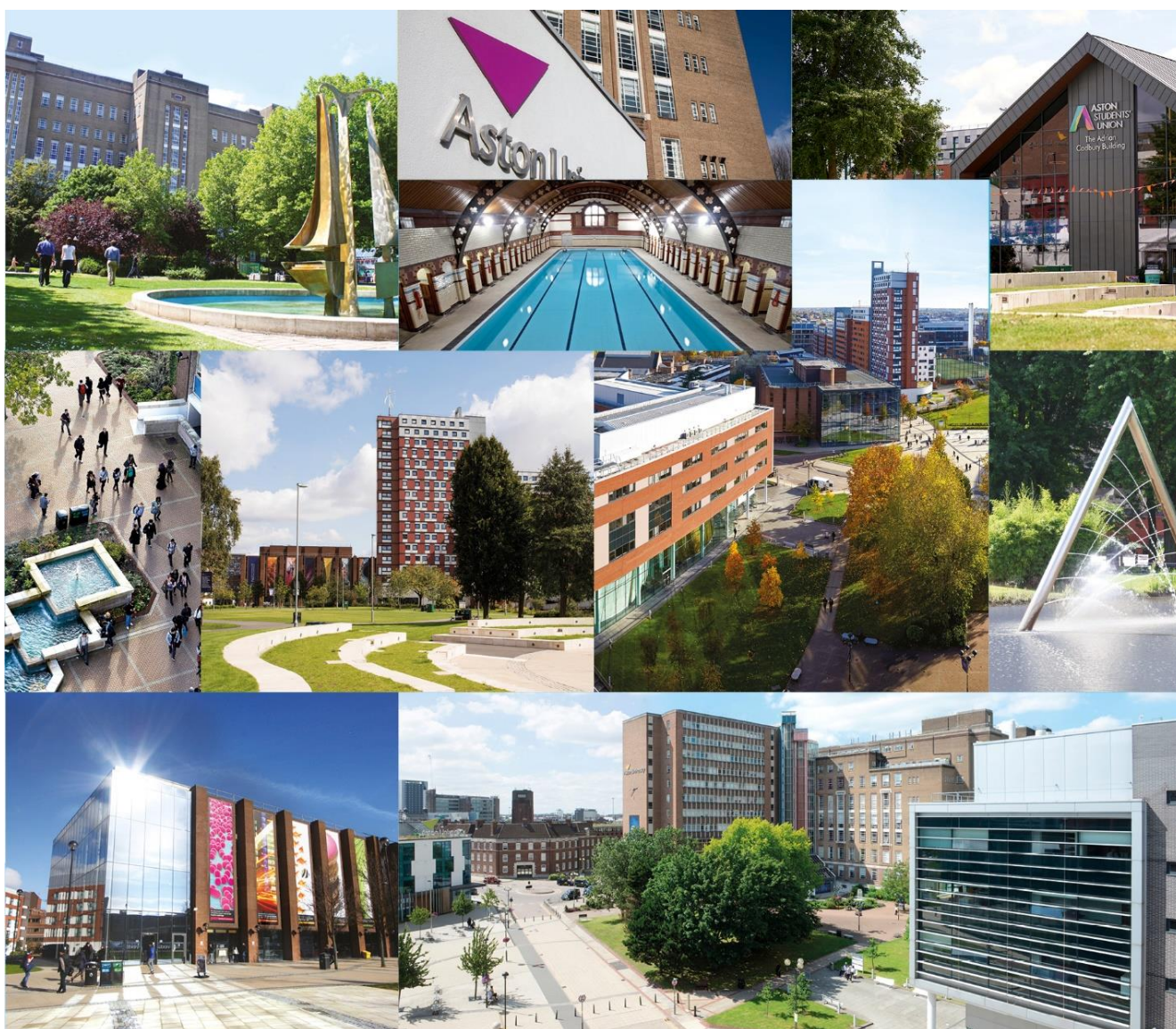
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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 directly 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.



Contact information

Enquiries about the vacancy:

Name: Andrew Wilson

Job Title: Director of Operations

Email: a.r.wilson@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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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www.aston.ac.uk



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