

# Impact Acceleration Account Administrator



**OPPORTUNITY**

Where change gets real.



**Reference: 0465-24**

**Grade: 6**

**Salary: £ 26,643 per annum**

**Contract Type: Fixed Term (to 31<sup>st</sup> March 2028)**

**Basis: Full Time**

## Job description

### Job Purpose:

To play a central administrative role in the delivery of our £1.25m ESRC IAA 2023-28 programme, and our £564,000 EPSRC IAA 2022-26 programme, including support for the management of award calls and post-award monitoring, and the organisation of events and meetings.

The postholder will be based in the University's Research Services team and will report to the University Impact Manager (who is also the ESRC IAA and EPSRC IAA Manager). They will also work closely with the Senior Impact Acceleration Account (IAA) Officer.

The postholder will be required to live within a commutable distance from the Aston campus and to be on campus on a regular basis. Whilst dynamic working, which supports a balance between office-based work and home working, is the norm across the University, you'll be expected to spend a minimum of 60% of your working week on site at our office in John Cadbury House, Corporation Street, Birmingham.

### Main duties and responsibilities

- ▶ Provide effective day-to-day administrative support for the delivery of the ESRC and EPSRC IAA calls and application process, events and other activities.
- ▶ Act as a first point of contact for researchers with queries related to the ESRC and EPSRC IAAs, responding in a timely manner and forwarding queries to colleagues as appropriate.
- ▶ Acknowledge and process ESRC and EPSRC funding applications, including accurate logging of decision making at all stages of the process.
- ▶ Provide administrative support for the organisation of IAA impact training, knowledge exchange and stakeholder engagement events, including liaison with external partners, where necessary.
- ▶ Liaise closely with the IAA Manager and Senior IAA Officer to support budget management for the ESRC and EPSRC IAAs, including tracking expenditure.
- ▶ Support the collation of post-award monitoring and other data to fulfil IAA and internal reporting requirements, including the collation of relevant data, and the updating and organisation of digital records as required.
- ▶ Assist the Senior IAA Officer with maintaining and updating content for IAA web pages, and for internal publicity about funding calls, training, events and other IAA news.
- ▶ Contribute to the secretariat services for the University's Impact Funds Review Panel, Steering Group and Accelerating Impact Advisory Board, including organising meetings and the provision of accurate meeting notes.
- ▶ Provide other administrative research impact support, including support for the RKE Research Impact Team and for the management of the University's Research Impact Fund and BBSRC IAA, 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>	<p>At least 2 A-levels or equivalent, or NVQ Level 3 or an equivalent level of practical experience [E1]</p> <p>GCSE Grade C or above in Maths and English. [E2]</p>	Application form
<b>Experience</b>	Experience of working in a busy clerical or administrative role, including working with electronic filing systems. [E3]	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent written and verbal communication skills. [E4]</p> <p>The ability to produce well-written emails and letters, and accurate formal meeting notes. [E5]</p> <p>The ability to organise and prioritise own workload, and to manage a number of different tasks at the same time. [E6]</p> <p>Excellent IT skills, including Microsoft Word, Outlook and Excel. [E7]</p> <p>High level of accuracy and attention to detail. [E8]</p> <p>High level of numeracy, with the ability to understand and interpret basic financial data. [E9]</p>	<p>Application form, interview and assessment test</p> <p>Application form, interview and assessment test</p> <p>Application form and interview</p> <p>Application form and assessment test</p> <p>Application form and assessment test</p> <p>Application form and assessment test</p>

	Essential	Method of assessment
	Ability to work as part of a busy team. [E10]	Interview
	Flexible and adaptable, with ability to use own initiative [E11]	Interview



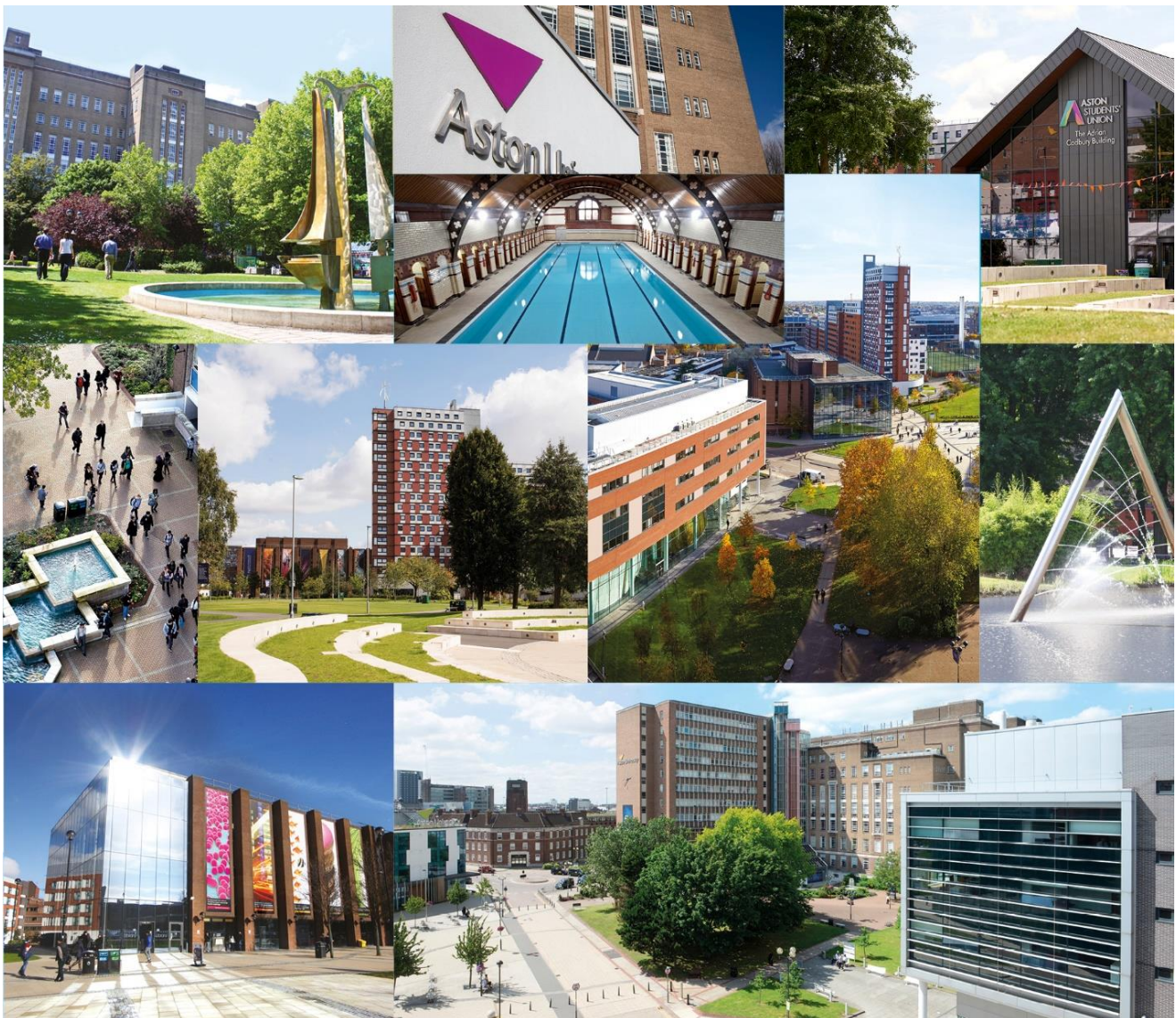
## How to apply

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 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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