



**OPPORTUNITY**

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gets real.



**Reference: 0544-24**

**Grade: 6**

**Salary: £26,643 to £30,505 per annum, depending on experience**

**Contract Type: Fixed Term (48 months)**

**Basis: Full Time**

## Job description

### Job Purpose:

The AiPT Administrator provides a range of administrative support for Academics, Research Project Managers, visitors, and students at the Aston Institute of Photonic Technologies.

The AiPT Administrator is the front-line point of contact for staff, visitors, and postgraduate students at the Institute. Delivering administrative functions to support research activity across the Institute to include organising events, facilitating travel bookings, support purchasing, facilities management and meeting management. Working to and upholding administrative processes/procedures for the Institute in line with Aston University central services policies.

Hybrid working will be possible with a minimum of 3 days based on-site at AiPT, to be discussed and agreed with the line manager after an appropriate settling-in period.

### Main Duties/Responsibilities

- ▶ Being a key point of contact for the AiPT members providing information, guidance, and administrative support where possible and dealing with follow up action as required.
- ▶ Maintain good communication with university support departments such as EPS School Office, Postgraduate Admissions, Finance, Accounts Payable and HR, International Team and liaise as appropriate to the role.
- ▶ Working closely with the staff, Project Managers and technical staff at AiPT to ensure the effective operation of the AiPT in line with university rules and guidelines.
- ▶ Support Institute members with travel bookings with the approved University travel agency, flights, train, hotel accommodation, and car hire for attending conferences and research collaboration visits, ensuring the University Staff Travel on business procedure is adhered to.
- ▶ Assist AiPT members with travel risk assessment.
- ▶ Assist AiPT staff to organise AiPT events, workshops and seminars, including booking travel and accommodation for speakers, booking venue and hospitality, announce seminars.
- ▶ Co-ordinate arrangements for short-term visitors and external speakers associated with research seminars, workshops or conferences, i.e. hotel accommodation, travel etc.
- ▶ Ensure Professional Visitors process is observed, and any visa requirements are met by directing visa queries to the appropriate university bodies.
- ▶ Assist with the organisation of facilities for new research staff, students, and visiting researchers i.e. office allocation, furniture, telephone, office keys. Assist with their University onboarding process and introduction to AiPT by pointing them to the correct services (such as IT hub etc) and processes (such as the ART forms maintained by EPS etc).
- ▶ Arrange hospitality upon request.
- ▶ Provide secretarial support for AiPT Management bodies such as Professorial Meetings and AiPT Board meetings (i.e. schedule meetings, distribute agenda, room booking, minutes taking, etc. )
- ▶ Implement minor updates at the AiPT-linked websites, including uploading photos.
- ▶ Place orders for goods and services, purchase event- or research-related consumables and / or equipment and software ensuring procurement procedures are followed in line with university guidelines.
- ▶ Support the AiPT Project Management team and AiPT academic staff in creating marketing material for the Institute and its projects.
- ▶ Develop and establish AiPT-specific administrative tools.
- ▶ Be a contact point in case of technical issues and request support from estates, IT, etc.
- ▶ Arrange couriers as required by the research staff.
- ▶ Maintain of research staff / student e-mailing lists and staff updates on research webpages with Marketing.
- ▶ Assist with gathering and inputting of data regarding publication information, journal ratings and other information from research staff in PURE for REF and other research activities.

- ▶ Work flexibly as a member of the AiPT Research and Management Support team, providing cover to the immediate team as well as other areas of wider professional services as required.
- ▶ To undertake such other duties as may be reasonably required by the Institute Directors, senior academics and AiPT Research Project Managers.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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>	<ul style="list-style-type: none"> <li>▶ A-level</li> <li>▶ GCSE English and Maths or equivalent qualification.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Substantial experience in a similar academic research support role.</li> <li>▶ In-depth knowledge of Aston University's central services policies.</li> <li>▶ Accurate and up-to-date knowledge of Aston University's support services for academics, post-graduate students and visitor research staff.</li> <li>▶ PC literate with knowledge of computer-based applications e.g. Word, Excel and Outlook.</li> <li>▶ Administrative experience to include:               <ul style="list-style-type: none"> <li>Events coordination</li> <li>Travel bookings</li> <li>Minute taking</li> <li>Purchasing</li> </ul> </li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Excellent written/verbal communication, interpersonal and customer service skills with a wide variety of stakeholders.</li> <li>▶ Ability to use own initiative and make sensible judgments.</li> <li>▶ Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year.</li> <li>▶ Accuracy of recording, monitoring and reporting information.</li> </ul>	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Good personal organisation and time management skills and ability to prioritise own work activities.</li> <li>▶ Structured and proactive approach to work, comfortable multi-tasking and able to re-prioritise as required.</li> <li>▶ Be open to change and demonstrate a flexible and adaptable approach.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Working knowledge of research administration.</li> <li>▶ Experience working with senior academic staff.</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ Understanding of the operational environment of the Aston University Research Institutes, such as AiPT.</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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: Prof. Sergei K. Turitsyn

Job Title: Director of Aston Institute of Photonic Technologies

Email: [s.k.turitsyn@aston.ac.uk](mailto:s.k.turitsyn@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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