

OPPORTUNITY

Where change
gets real.



Reference: 0557-24

Grade: 9

Salary: £46,485 to £55,295, per annum, depending on experience

Contact Type: Permanent

Basis: Full Time

Job Description

Job Purpose:

To contribute to, develop and enhance the research, scholarship and teaching activities of the School either independently or as part of a team, through professional practice and expertise. In addition, to develop external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline, School and/or University strategy.

The majority of academic staff will undertake a balance of research and teaching and learning activities. Whilst ability and effectiveness should be demonstrated in all areas, individuals may be more specifically focussed on research, teaching and learning or external engagement. This balance will be discussed and agreed with individuals annually in the PDR meeting in line with operational needs, School and University strategy and with consideration of the individual's career goals and development plans.

Main Duties/Responsibilities:

Research

- ▶ To develop research objectives, projects and proposals for personal/joint research programmes consistent with the School's research priorities.
- ▶ To write up or contribute to the write up of research work for publication.
- ▶ To identify sources of funding, develop and submit funding applications, securing external research funding.
- ▶ Where appropriate to School/University strategy and subject discipline, to participate in and develop external networks.
- ▶ To supervise and manage research projects.
- ▶ To supervise postgraduate students at Masters and doctoral levels. To foster an environment which encourages research among students at postgraduate level.
- ▶ To collaborate in research initiatives with colleagues in and beyond the School as appropriate.

In addition, at grade 9

- ▶ To write up research and publish the outcomes in good quality publications.

Teaching and Learning

- ▶ To teach students at different levels including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ To contribute to/ be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, with guidance.
- ▶ To provide academic support and advice to foundation, undergraduate and postgraduate students.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by evaluation and development of modules for which the lecturer has responsibility, in terms of content,

delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.

In addition, at grade 9

- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes with guidance
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice, translating knowledge into the course of study.

External Engagement

- ▶ To contribute to student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To contribute to plans to demonstrate research impact and secure commercialisation, identifying and pursuing opportunities for translational research where appropriate to role and discipline.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting understanding of the subject.

In addition, at grade 9

- ▶ To develop research and development collaborations with industry partners to secure additional direct funding where appropriate to focus and subject discipline

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonably required (e.g. Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.
- ▶ To provide pastoral care and support to students.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

In addition, at grade 9

- ▶ To take part in and, on occasion, act as Chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.

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	<p>A good first degree in Computer Science or other relevant area.</p> <p>A doctorate or near completion of a doctorate in a relevant academic discipline.</p> <p>In addition, at grade 9</p> <p>A recognised teaching qualification / membership of Advance HE (formally known as the Higher Education Academy) at Fellow level.</p>	Application form.
Experience	<p>Experience of teaching and assessing within a degree programme.</p> <p>Experience of using VLE's e.g. Blackboard</p> <p>Experience of initiating and conducting research up to doctoral level.</p> <p>Experience of writing up/ contributing to the writing up of research for high quality publications.</p> <p>In addition, at grade 9</p> <p>Experience of publishing research in high quality publications.</p>	Application form and interview.
Aptitude and skills	<p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Excellent communication skills to build external contacts that will support research and teaching activity.</p> <p>Ability to develop and maintain a research programme and to publish in international journals.</p> <p>Ability to secure research funds from external sources.</p> <p>Ability to harness IT as a research and teaching tool.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p> <p>Commitment to observing the University's Equal Opportunities Policy at all times.</p>	Application form and interview.

	Essential	Method of assessment
	<p>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p> <p>In addition, at grade 9</p> <p>Ability to lead taught modules and programmes for undergraduate and postgraduate students.</p> <p>Evidence of securing research income and of maintaining an ongoing pipeline.</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Membership of a relevant professional body.</p> <p>A Postgraduate Certificate in Professional Practice (PGCPP), or equivalent qualification.</p>	Application form.
Experience	List any desirable aptitudes or skills the applicant must have.	Application form and interview and presentation.
Aptitude and Skills	List any desirable aptitudes or skills the applicant must have.	Interview and presentation.

Contact information

Enquiries about the vacancy:

Name: Damien Foster

Job Title: Professor and Head of School Informatics and Digital Engineering

Email: d.foster1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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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