

# Employee Engagement Lead



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0551-24**

**Grade: 8**

**Salary: £37,999 to £45,163, per annum, exceptionally up to £49,250  
depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

Our people are an integral and essential part of the Aston 2030 strategy. Our key people-related aims include being the Best Place to Work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Human Resources and Organisational Development (HR/OD) Function will play a key role in supporting the development and implementation of our People Strategy which will in turn enable the delivery of the Aston 2030 Strategy.

Reporting to the Director of Organisational Development, the Employee Engagement lead will manage the implementation and application of the employee engagement plan, benefit strategies and policies to enable the university to meet its strategic objectives. The Employee Engagement lead will contribute to enhancing the employee experience aligned to our [values and behaviours](#).

### Main duties and responsibilities

#### Employee Engagement and Culture

- ▶ Work closely with the Director of OD to deliver the Aston employee engagement survey and support the business in developing effective action plans.
- ▶ To design and implement initiatives to improve employee engagement, experience, and commitment. This may involve conducting focus groups, Action Learning Sets, organising events and activities that promote University cohesion and collaboration.
- ▶ Promote and uphold university culture and values through various initiatives.
- ▶ Collaborate with managers and other stakeholders to identify and address issues that may be impacting employee engagement.
- ▶ To design and deliver interventions that enhance the employee experience across the employee life cycle including onboarding, induction, development and separation.
- ▶ Keeping accurate and detailed records of employee engagement initiatives and tracking the impact of these initiatives.
- ▶ Collaborate with OD business partners, internal communications and HR colleagues to coordinate employee engagement efforts and align these efforts with the people plan.
- ▶ To contribute to the People Strategy and working with the HR/OD Function to achieve external recognition of the University being a Great Place to Work.
- ▶ Use Our Commitment to You (our customer service approach) to design interventions that put our people in the heart of everything we do.

## **Communication and Collaboration**

- ▶ Serve as a liaison between employees and management to ensure open and effective communication.
- ▶ Work closely with OD and HR colleagues and Internal communications to ensure engaging, tailored communications, supporting Aston's values and behaviours.
- ▶ Facilitate cross-departmental collaboration to enhance the employee experience.
- ▶ Work closely with staff networks, employee forums and citizenship initiatives across the University.

## **Well-being and Work-Life Balance**

- ▶ Develop and promote wellness programmes and initiatives to support employee well-being and mental health.
- ▶ Advocate for work-life balance through the dynamic working (hybrid) approach and related policies.
- ▶ Work with the L&D and OD Business Partners to provide development on mental health and wellbeing related topics.
- ▶ Promote wellbeing related services such as the Employee Assistance Programme and wellbeing related events and interventions.

## **Diversity, Equity, and Inclusion (DEI)**

- ▶ Work with the Inclusion leads to support and promote inclusion initiatives and programmes.
- ▶ Liaise with HR to ensure that company policies and practices are inclusive and equitable.
- ▶ Work with committees and University experts to create a diverse and inclusive work environment.

## **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>	<ul style="list-style-type: none"> <li>▶ CIPD Level 7 qualified and Chartered Member, or equivalent experience.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience in an employee engagement or an OD BP role or related field, operating with a high degree of autonomy.</li> <li>▶ Significant knowledge and experience of supporting effective organisational change.</li> <li>▶ Experience of achieving targets and KPIs linked to strategy through service delivery.</li> <li>▶ Experience of building, maintaining and utilising successful relationships inside and outside an organisation.</li> <li>▶ Communication and presentation skills; able to impart information, data and rationales clearly and concisely in a style and format suitable for the intended audience.</li> <li>▶ Experience of data analysis and interpretation.</li> <li>▶ Proficient with Microsoft Office.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Customer and results focused and a team player.</li> <li>▶ Commitment to equality, diversity and inclusion.</li> </ul>	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Ability to make logical, well balanced and reasoned recommendations.</li> <li>▶ Sound knowledge and understanding of wellbeing and mental health interventions.</li> <li>▶ Excellent problem-solving skills.</li> <li>▶ Communication skills.</li> <li>▶ Evidence of continued professional development.</li> <li>▶ Presentation skills.</li> <li>▶ Coaching level 5 or equivalent experience / qualification.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Degree or equivalent qualification.</li> <li>▶ gained from a higher education institution.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of working in a employee engagement role.</li> <li>▶ Experience of implementing events and launching products.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Able to apply project management principles to manage, deliver and evaluate projects on time and within budget.</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: Beth Lloyd  
Job Title: Director Of Learning Talent and OD  
Email: [b.lloyd@aston.ac.uk](mailto:b.lloyd@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>

Aston University  
Birmingham  
B4 7ET, UK.  
+44 (0)121 204 3000

[www.aston.ac.uk](http://www.aston.ac.uk)