



OPPORTUNITY

Where change
gets real.



Reference: 0481-24

Grade: 8

Salary: £37,999 to £45,163, per annum, depending on experience

Contract Type: Fixed term until 31 March 2027.

Basis: Full Time

Job description

Job Purpose:

As a key member of the Aston Clinical Academic Training Office (ACATO) at Aston Medical School, you will play a crucial role in efficiently managing core initiatives within our clinical academic portfolio. Your responsibilities will focus on developing and implementing processes to ensure the successful delivery of our academic training schemes, overseeing day-to-day operations, and ensuring the effective coordination of ACATO activities.

You will serve as a primary liaison for national and regional academic training schemes, including those affiliated with organizations like the National Institute for Health Research (NIHR). This will involve engaging with internal stakeholders at Aston Medical School, as well as external partners such as NHS trusts and regional higher education institutions. Your primary objective will be to support clinical academic professionals in optimizing their participation in academic training schemes at Aston Medical School.

Drawing on your expertise in healthcare and/or academic research environments, you will demonstrate a proactive approach and manage multiple projects efficiently. Effective communication skills will be essential as you initiate, cultivate, and maintain stakeholder relationships, ensuring project outcomes are delivered within established timelines. Reporting to the Faculty Clinical Academic Training Lead, you will collaborate closely with the Head of School and scheme leads to ensure seamless day-to-day management of academic training schemes.

This role will primarily be based at Aston Medical School, with flexibility for hybrid working arrangements. We are committed to discussing and accommodating flexible working preferences to support your productivity and work-life balance.

Main duties and Responsibilities

- Develop and implement strategic plans for ACATO in alignment with the overall goals of the institution.
- Oversee the development and implementation of ACATO projects and initiatives.
- Manage the allocation of resources to various projects and ensure efficient use of funds.
- Evaluate the effectiveness of ACATO activities and make recommendations for improvements.
- Act as the primary liaison between ACATO and the wider institution.
- Engage with stakeholders, including senior managers, clinicians, partners, and Heads of Schools, to foster collaborations and support for ACATO initiatives.
- Advocate for clinical academic training initiatives within and outside the institution.
- Oversee budget planning and financial management for ACATO activities.
- Ensure compliance with financial regulations and reporting requirements.
- Coordinate the activities of ACATO to ensure the effective delivery of projects and initiatives.
- Monitor progress and performance, ensuring that objectives are met on time and within budget.
- Provide mentorship and guidance to ACATO team members.
- Foster a collaborative and supportive team environment.
- Report on project progress to the ACATO Leadership Team and other relevant parties.
- Develop communication materials and promotional resources for ACATO initiatives.
- Ensure compliance with institutional policies and procedures.
- Develop and implement policies and procedures specific to ACATO operations.

- Organize and coordinate events, workshops, and seminars related to ACATO initiatives.
- Manage logistics, invitations, and follow-up for events.
- Identify opportunities for improvement in ACATO projects and processes.
- Implement changes and innovations to enhance the effectiveness of ACATO initiatives.

Additional responsibilities

- Identify, implement, and share best practices and innovative approaches to enhance the effectiveness of ACATO projects and initiatives.
- Assist in the identification and acquisition of funding opportunities, including grant writing and management.
- Support the continuous professional development of ACATO team members through training sessions, workshops, and other learning opportunities.
- Enhance the visibility and reputation of ACATO through effective public relations and marketing strategies.
- Develop and implement quality assurance processes and establish mechanisms to collect feedback from participants and stakeholders to inform improvements and adaptations to ACATO projects and activities.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>An honours degree or equivalent in a relevant field (e.g., Business Administration, Healthcare Management, Education, or a related discipline).</p> <p>Evidence of continuing professional development in project management or a related area.</p>	Application form
Experience	<p>Significant experience in managing projects or a similar role.</p> <p>Experience in strategic planning and stakeholder engagement.</p> <p>Experience in managing budgets and financial planning.</p> <p>Experience in coordinating multi-disciplinary teams and projects.</p> <p>Experience in monitoring and evaluating project effectiveness.</p>	Application form and interview
Aptitude and skills	<p>Excellent organisational skills</p> <p>Strong written and verbal communication skills.</p> <p>Ability to work effectively with colleagues from various areas.</p> <p>Strong analytical and problem-solving skills.</p> <p>Attention to detail and accuracy.</p> <p>Ability to manage multiple projects and priorities simultaneously.</p> <p>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).</p> <p>Ability to gain the respect, trust and confidence of senior administrative and academic staff</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to work on own initiative and effectively prioritise a varied and demanding workload, often to tight deadlines</p> <p>Ability to analyse and propose solutions to problems</p>	

	Desirable	Method of assessment
Education and qualifications	<p>A postgraduate qualification in a relevant field (e.g., Master's degree in Business Administration, Healthcare Management, or a related discipline).</p> <p>Membership of a relevant professional body (e.g., Association of University Administrators, Project Management Institute).</p> <p>Certification in project management methodologies (e.g., PRINCE2, PMP).</p> <p>Evidence of continuing professional development</p>	Application form
Experience	<p>Experience of motivating colleagues not directly line-managed</p> <p>Experience in a clinical or academic training environment.</p> <p>Experience of using Business Objects or a similar reporting tool</p> <p>Experience of submitting data via an external portal</p>	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

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
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.

Contact information

Enquiries about the vacancy:

Name: Shakil Ahmed
Job Title: s.ahmad@aston.ac.uk
Email: Senior Lecturer

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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