



**OPPORTUNITY**

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**Reference: 0567-24**

**Grade: 7**

**Salary: £30,505 to £35,880, per annum, depending on experience**

**Contact Type: Permanent**

**Basis: Full Time**

# Job description

## Job Purpose:

To provide specialist knowledge of Assistive Technology and Online Accessibility (ATOA) as a member of the Student Welfare Department. Liaise with Digital Services, Technology Enhanced Learning Team, Learning Development Centre and Innovation Centre regarding ATOS procedures, processes, and procedures. Networking with software providers and other Universities, to further the Aston's ATOA offering. Training Students on using software.

Provide an in-house practical and enabling support service to students with a range of disabilities, lead on the University's inclusive resource provision, and lead on pre-entry admissions processes for prospective students seeking disability-related support/advice.

The in-house non-medical helper scheme comprises approximately 50% of the role, with the other aspects fulfilling the remaining 50%.

## Main duties and responsibilities

In-House Non-Medical Helper Scheme:

- ▶ Provide an in-house practical and enabling support service to students with a range of disabilities (Note-Takers, Study Support Assistants and Examination Support Workers).
- ▶ Undertake the recruitment, selection, training and induction of non-medical helpers (primarily from Aston's Postgraduate student population).
- ▶ Take responsibility for casework allocation, support referrals and monitoring the progress of student support.
- ▶ Operate a quality assurance programme for the In-House Non-Medical Helper Scheme

Assistive Technology:

- ▶ Provide specialist knowledge of ATOA to train students, advise staff and evolve the University ATOA offering by networking with software providers, leading Universities and other stakeholders.
- ▶ Provide support with producing or finalising policies, processes or procedures regarding ATOA to ensure a continuous improvement for the end-user experience.
- ▶ Network with internal departments, primarily with Digital Services, Technology Enhanced Learning Team, Learning Development Centre and Innovation Centre to collaborate, produce, maintain and develop processes and procedures.
- ▶ Collaborate with Digital Services to manage ATOA software licenses, services in line with the needs of end-users and with consideration for department resources.
- ▶ Maintain and build rapport with external ATOA suppliers and develop ATOA offering for continuous improvement of the end-user experience.
- ▶ Co-create, store, maintain and share a library of ATOA process documents for use within the Disability and Neurodiversity Support Team and wider University along with Digital Services, Technology Enhanced Learning Team, Learning Development Centre and Innovation Centre.
- ▶ Project Manage work within the wider University using specialist knowledge and experience to ensure operational delivery goals.
- ▶ Provide tailored ATOA tutorials end-users' specific learning needs.
- ▶ Seek and present to managers and stakeholders' opportunities for continuous personal and professional development in-line with changing demands and applicability of ATOA requirements.

#### Inclusive Resources:

- ▶ Enable and encourage students to use assistive technology solutions, e.g. Glean, Read and Write, Equatio, including the delivery of training and managing loan licenses.
- ▶ Ensure the University's bank of Inclusive Resources (Tools for Learning) is maintained.
- ▶ Promote inclusive resources to staff and students, delivering training and collaborating with other key stakeholders (e.g. CLIPP, Learning Development Centre) where appropriate.
- ▶ Investigate long-term technological alternatives to the Examination Support Worker role that are fit for purpose, cost-effective, and propose/implement changes to the current system as appropriate.

#### Other:

- ▶ Support events to promote the Disability and Neurodiversity Support Team, and relevant research projects with data collation/student satisfaction surveys/focus groups.
- ▶ Create and develop awareness-raising materials and deliver training to promote inclusion, accessibility and proactive anticipatory adjustments.
- ▶ Maintain comprehensive, accurate and timely records as appropriate, in accordance with relevant policies and procedures.
- ▶ Complete DSE assessments for the Student Life team, as and when required.
- ▶ Any other tasks commensurate with the grade and role, as directed by the line manager.

#### **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>The role holder is required to have a degree or have acquired equivalent experience (e.g. in the same or similar areas of work outlined in the job description).</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of using Microsoft Office applications, and ability to use these effectively to manage, store, manipulate and send data/information.</li> <li>Experience of designing and delivering training.</li> <li>Experience of communicating with a range of different individuals both internally and externally and the ability to adapt communication style based on audience.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of in-built and standalone assistive technology solutions and inclusive resources, and ability to apply this knowledge to training scenarios.</li> </ul>	Application form and test.

	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with disabled students, ideally within a Higher Education setting.</li> <li>A good understanding of the types of support available, including funding options.</li> <li>Knowledge of disability and relevant equality legislation and knowledge of how this applies specifically to a Higher Education environment.</li> <li>Ongoing attendance of relevant Assistive Technology conferences/training sessions to ensure up-to-date knowledge.</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://www.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by XXX 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: Dylan Griffiths

Job Title: Head of Disability and Neurodiversity Support

Email: [d.griffiths3@aston.ac.uk](mailto:d.griffiths3@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://www.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits  
Aston University staff enjoy

**Salary scales:** <https://www.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www.aston.ac.uk/student-life/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 [Data Protection | Aston University](#). 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://www.aston.ac.uk/staff-public/hr/policies>

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



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