

OPPORTUNITY

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gets real.



Reference: 0583-24

Grade: 7

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

Contact Type: Permanent

Basis: Full Time

Job description

Job Purpose:

The Research Excellence Officer plays a key role in supporting the University's preparation for the next Research Excellence Framework, contributing to the development and implementation of systems and processes in support of our REF submission.

Located within Research Services and reporting to the Research Data and Systems Manager, the post will contribute to the optimisation and implementation of research management systems, and aid the development of dashboards and reporting to underpin the development of Aston's research base in line with our 2030 Strategy.

The role will support the University Research and Enterprise Committee and REF Management Groups and the administration of our internal research development funding schemes. The role holder will work across Aston's academic Colleges and with multiple professional service departments, in particular Libraries, Finance and HR.

Main duties and responsibilities

- ▶ Working with the central REF team, REF teams in Schools and with Professional Services to prepare data for the REF 2029 return.
- ▶ Working collaboratively with the Director of Research Services, the senior Research Leadership team and the wider Aston community to develop and implement interventions to deliver against the priorities of the University's Research Strategy.
- ▶ To work with the Research Data and Systems Manager to assist with the monitoring of progress against the University's research targets.
- ▶ To assist with the preparation of papers and take minutes for University Research and Enterprise Committee, and REF Management groups.
- ▶ To assist with preparation of reports for external stakeholders.
- ▶ Contribute to the creation of PowerBI dashboards and assist data quality maintenance.
- ▶ Manage internal funding, including promotion, collection of responses, liaising with Director of Research Services and PVC-RE.
- ▶ With support from Marketing and Communications, update and maintain the Research and Enterprise website, including subsidiary pages related to funding, ethics, impact and research support.
- ▶ Responsible for data quality in Pure as well as assisting in the updating and development of the system.
- ▶ Be a key contact for requests from HR and others for statutory return data.
- ▶ Be a subject expert on SciVal, assisting in analysis that will further Aston University's progress towards 2030 strategy.
- ▶ Any other reasonable duties and responsibilities as requested 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
Education and qualifications	<ul style="list-style-type: none"> Undergraduate degree or equivalent, or significant relevant experience. 	Application form.
Experience	<ul style="list-style-type: none"> Experience of undertaking reviews and managing projects to tight deadlines and specific guidelines. Experience of working as part of a network in a complex organisation, in order to deliver desired outcomes. Experience of handling sensitive personal data, and the associated audit processes. Experience using research systems for example PURE, REF submission system, Awards Management Systems, Scival. Experience using data visualization tools such as PowerBI. 	Application form and interview.
Aptitude and skills	<ul style="list-style-type: none"> Understanding of academic research and the research environment, the outputs and impact arising from it. Strong planning, organisational and prioritisation skills. Precision and attention to detail. Excellent interpersonal skills, with the ability to communicate 	Application form and interview.

	Essential	Method of assessment
	<p>effectively at all levels.</p> <ul style="list-style-type: none"> The ability to work in a team (supporting colleagues, sharing knowledge and best practice) and working independently. The ability to deliver high levels of customer service. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> A project management qualification post-graduate degree. 	Application form.
Experience	<ul style="list-style-type: none"> Experience working with in the Higher Education Sector. Previous involvement with the REF (or Research Assessment Framework). Experience using web content management system. 	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: Sally Puzey

Job Title: Director of Research Services

Email: s.puzey@aston.ac.uk

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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