



**OPPORTUNITY**

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**Reference: R240138**

**Grade: 6**

**Salary: £26,643 to £28,879 p.a.**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

Our people are an integral and essential part of the Aston 2030 strategy, published in June 2023. 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 (HROD) Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The HR Coordinator is an important role within the HR Operations function which will be essential to providing an efficient and effective integrated HR service to customers across the university and supporting the wider HROD department where appropriate.

The key areas of responsibility for this role include the co-ordination, administration, and support of operational onboarding processes relating to temporary workers, following the process from appointment of a temporary work through to commencing them on the HR System and liaising with the payroll team to ensure they get paid.

The HR Coordinator will work closely with the HR Assistant and HR Administrators and work across functions where necessary and appropriate to provide a seamless service to our stakeholders.

## Main duties and Responsibilities

- ▶ Coordinate the onboarding of temporary workers across Aston University, which will involve liaising with Managers to discuss their recruitment needs and referring them to relevant policies and procedures.
- ▶ Use the online system to set up and commence temporary workers in a timely manner to meet business requirements and payroll deadlines so that the workers are paid within appropriate timescales.
- ▶ Keep managers and temporary workers updated throughout the process.
- ▶ Conduct pre-employment checks, including right to work checks and DBS checks as required.
- ▶ Understand the processes for different types of temporary workers and being able to implement and advise.
- ▶ Support the HR Recruitment and Administration Manager with identifying and managing peak periods of recruitment of temporary workers at different times of the year, such as student ambassadors, exam invigilators.
- ▶ Manage a shared inbox for queries relating to temporary workers, responding, and resolving queries in a timely manner.
- ▶ Ensure that immigration records are entered correctly as part of the right to work process.
- ▶ Proactively identify any process improvements to improve the user experience.
- ▶ To support other colleagues within the HR Recruitment and Administration Team.
- ▶ Undertake any other associated duties as required, commensurate with the grade.

## 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>	Good standard of general education (minimum A level or equivalent including English & Maths GCSE or equivalent minimum Grade C.	Application form
<b>Experience</b>	<p>Administrative experience in a large complex public or private organisation.</p> <p>Experience of working in a busy environment, prioritising own workload to ensure that deadlines are met.</p> <p>Experience of working in a service-oriented, customer facing role.</p> <p>Experience of using HR Management Systems or comparable systems effectively to retrieve and input data ensuring data accuracy.</p> <p>An awareness of the general principles of employment law in relation to recruitment and selection.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to use Microsoft word, excel, outlook and teams regularly.</p> <p>Ability to learn systems quickly, including HR Management Systems and an Applicant Tracking System.</p> <p>Customer and results focused.</p> <p>The ability to communicate effectively and confidently with a range of internal and external stakeholders, verbally and in writing.</p> <p>Ability to work independently as well as part of a team.</p> <p>Excellent organisational and time-management skills.</p>	Application form, interview and skills based test

	<p>Good attention to detail &amp; accuracy.</p> <p>To be flexible and adaptable to the changing needs of line managers, stakeholders and the immediate work environment.</p> <p>Having the confidence to negotiate timescales for service delivery whilst balancing the operational and strategic needs of HR.</p>	
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	Desirable	Method of assessment
<b>Education and qualifications</b>	HR related training or qualification.	Application form
<b>Experience</b>	<p>Experience of conducting right to work and DBS checks.</p> <p>Experience of using HR Management Systems.</p> <p>Experience of working in a HE environment.</p>	Application form and interview

## How to apply

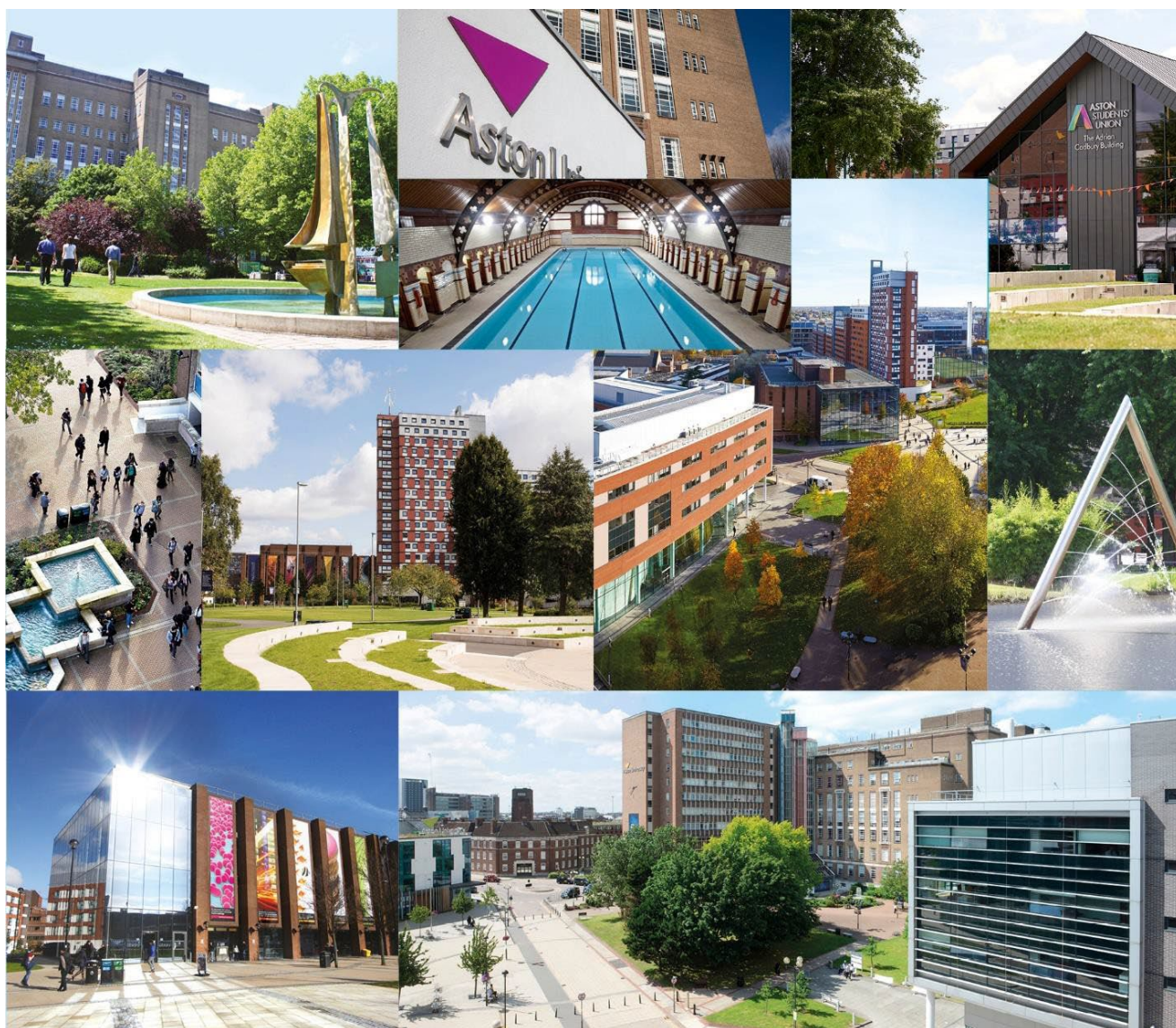
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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: Christine Campbell

Job Title: Recruitment and Administration Manager

Email: [c.m.campbell@aston.ac.uk](mailto:c.m.campbell@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>

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



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