

Head of Planning and Statutory Returns

OPPORTUNITY

Where change gets real.



Reference: 0604-24

Grade: 10

Salary: £56,921 to £65,814 (with discretionary range to £85,544) per annum, depending on experience

Contract Type: Permanent

Job description

Job Purpose:

Aston University's 2030 strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

The post will lead the delivery and development of student number planning and forecasting processes, and the development and coordination of key student statutory returns at Aston University. Through management and leadership of the Planning and Statutory Returns Team, you will be responsible for leading a team of Planning and Statutory Returns Analysts to produce insightful and high-quality student management information to inform strategic decision making across the organisation.

You will work closely with senior leaders and managers across the university, as well as key committees and groups including the Audit and Risk Committee, bringing your expertise and experience to bear in facilitating, advising, and guiding the ongoing compliance of the University in our key regulatory and statutory obligations and informing strategic decision-making around the academic and curriculum planning of the university's education and student experience agenda.

As an established technical and operational leader with significant hands-on experience of student number planning and student statutory returns, you will be central to the ongoing development and embedding of the HESA Data Futures initiative at Aston University and the increased utility of outputs from statutory returns in internal university processes. You will work closely with a range of stakeholders across the University to support the student data quality agenda and will keep the senior management team informed of key risks and developments in relation to the statutory reporting landscape. you will work closely with colleagues within data governance and policy and will be expected to proactively engage with the wider sector as well as statutory agencies.

Main Duties/Responsibilities

Evaluating performance

- ▶ To provide leadership, technical support, mentoring and development to the Planning and Statutory Returns Team.
- ▶ To drive the delivery and development of Aston University's student number planning processes.
- ▶ To drive the development and coordination of all core student statutory returns, ensuring that they are compliant, of high quality and aligned with best practice.
- ▶ To drive the continued coordination and embedding of HESA initiatives, such as Data Futures, at Aston University.
- ▶ To proactively monitor developments in student statutory reporting across HESA, OfS, JISC, and other key regulatory bodies to ensure that Aston University future-proofs its approach to student statutory reporting
- ▶ To report current risks, progress and actions in relation to student statutory reporting to key forums such as Audit and Risk Committee, Data Governance Sub-Committee, and the University Executive Team where appropriate.
- ▶ To work with the senior leadership team and key stakeholders, utilising expertise to facilitate, advise and guide the outcomes of insight driven decision-making.
- ▶ To work proactively with key stakeholders, such as Data and Analytics and Government Relations, to ensure a comprehensive understanding of the broader regulatory environment and its implications in the student number planning and statutory reporting arenas.
- ▶ To support the embedding and promotion of the student data quality agenda at Aston University.

- ▶ To ensure the development of insights are in line with agreed Aston data management methodologies.
- ▶ To engage frequently and effectively with relevant University-wide working groups and forums.
- ▶ To liaise frequently and effectively with relevant sector-wide working groups and actively apply best practice within the development of planning and statutory returns at Aston University, including proactively adapting to changes in the higher education regulatory landscape.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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"> An honours degree or equivalent. 	Application form.
Experience	<ul style="list-style-type: none"> Proven leadership skills with the ability to proactively drive developments and communicate strategic vision. Experience in the development and leadership of technical teams. Experience in the development, coordination and successful delivery of core statutory returns. Experience of strategic data analysis and reporting. Experience of using and developing data visualisation and planning tools. Experience of management information systems and of leading the support and development of these systems. Experience of working within a regulatory environment and working with multiple sector regulators. 	Application form, presentation and interview.
Aptitude and skills	<ul style="list-style-type: none"> Excellent customer service and stakeholder engagement skills. Ability to think strategically and to embed innovation and creativity. Ability to make sound judgements. Excellent oral and written skills. Confident and experienced negotiator and communicator. 	Application form and interview.

	Essential	Method of assessment
	<ul style="list-style-type: none"> The ability to convey highly technical information and concepts to non-technical stakeholders. Analytical ability and attention to detail and accuracy. Ability to take innovative approaches to problem solving and devising inventive and creative solutions. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Formal leadership qualification. Project Management or Change Management Qualification. 	Application form.
Experience	<ul style="list-style-type: none"> Experience of working in a UK Higher Education Institution. 	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: Josh Gulrajani

Job Title: Director of Quality and Planning

Email: j.gulrajani@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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