



OPPORTUNITY

Where change
gets real.



Reference: 0679-24

Grade: Band 01

Salary: £65,632 to £101,647, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

To provide academic leadership, developing and enhancing the research, education, external and international engagement activities of the School in line with the strategic direction of the College and University.

Main Duties Responsibilities

- ▶ Supporting the PVC Dean to contribute to the leadership and management of the college and its relationship to the wider university including the other colleges, the Research & Knowledge Exchange Directorate, Aston Commercial, Aston Professional, the Alumni Office, the Library, Registry, etc. as necessary.
- ▶ Develop, maintain, and execute a strategy for growth of the School in line with the Aston 2030 Strategy.
- ▶ Be accountable for the School's general, strategic, and people management responsibilities, working closely with the Deputy Deans of the College, Heads of Department and Associate Deans of the School to inform workload planning and support performance.
- ▶ Provide outstanding leadership to the School Management Team and role model leadership behaviours to ensure effective team working and positive staff engagement in all activities.
- ▶ Drive the performance and success of the School and represent the School at College management team level.
- ▶ To take an ambassadorial role for the School within the University and with external stakeholders, recognising the School as the 'brand'.
- ▶ Build leadership capability, research profiles, and academic reputation across the School and develop teams and individuals through formal management processes, including giving advice, guidance, coaching and feedback, and acting as a personal mentor to peers and colleagues.
- ▶ Attract, develop, and retain academics that are renowned in their field to ensure the School has a strong academic reputation.
- ▶ Allocate and manage resources within the School in accordance with budgets and targets to ensure delivery of the planned results and outcomes as agreed within college parameters.
- ▶ Ensure the effective operational management of the School, compliance with University policy, process and governance, financial forecasting and planning to deliver strategic targets.
- ▶ Grow income through research, partnerships, international teaching and professional development.
- ▶ Maintain Accreditations

Business, Public, Third Sector and Professional Engagement

- ▶ Raise the regional, national, and international profile and impact of the School and the wider College.
- ▶ Encourage, support, and facilitate enterprise and entrepreneurial activity to promote innovation and a wide network of sector-relevant relationships.
- ▶ Working with the appropriate Deputy and Associate Deans, forge relationships with key local, national, and international bodies and engage with the business, industry, the public, third sector and professional communities through, for example, contribution to policy development and the commercial exploitation of research and intellectual property.
- ▶ Build and maintain a reputation as a respected authority in their field to external stakeholder groups.
- ▶ Build relationships with the local community through public engagement.

Education

- ▶ Work with the Deputy Dean Education & Student Experience to champion high-quality student support, emphasising high-quality teaching and learning, approachability, employability, and the diversity of the student experience.
- ▶ Lead the development of innovative, digital, and transnational approaches to education within the University, nationally and internationally, which seeks to improve students' educational and career outcomes.
- ▶ Lead and motivate a high-performing senior management team to demonstrate initiative concerning curriculum development and professional practice in teaching, learning and delivery, and explore opportunities for working across academic disciplines and with external organisations.
- ▶ Foster an inclusive culture to ensure that students from all backgrounds, countries, and cultures feel welcome, supported, and able to be themselves.
- ▶ Manage and develop the School's academic portfolio, and contribute to developing the wider University academic portfolio.
- ▶ Demonstrate a detailed and commercial understanding of external market trends (UK and beyond) across the School for courses and programmes.

Research

- ▶ Lead School-related disciplines, develop internal and external networks with other educational and professional bodies, and foster collaborative working, with support from the Deputy Dean Research and Enterprise.
- ▶ Collaborate in research initiatives and contribute to the research environment with colleagues in the School, the College, and the University.
- ▶ Enable the delivery of the research strategy for the School in line with the wider College and University.

- ▶ Develop a high performance, inclusive school research environment and culture including supporting PGRs and ECRs
- ▶ Create a cross-disciplinary, impactful, collaborative, excellent and sustainable research environment within the School.

Other related activities and functions

- ▶ Ensure the implementation of the Aston 2030 University and College strategic plans.
- ▶ Undertake relevant training and personal development as directed by the PVC and Executive Dean.
- ▶ Continue to grow the School to harness opportunities for collaboration within the College and the wider University.

This appointed office role will be up 80% workload allocation subject to size of school.

Professorial Role

Job Purpose:

To lead research, scholarship or teaching activities of the School through professional practice and expertise. In addition, to lead external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline and School and/or University strategy.

The majority of academic staff will undertake a balance of research and teaching and learning activities. Whilst ability and effectiveness should be demonstrated at an appropriate level in all areas, individuals may be more specifically focused on research, teaching and learning or external engagement. This balance will be discussed and agreed with individuals annually in the PDR meeting in line with operational needs, School and University strategy and with consideration of the individual's career goals and development plans.

Professors will have established and maintained international recognition through original, innovative and distinguished contributions to scholarship and research.

Main Duties/Responsibilities:

Research

- ▶ To pursue and lead an internationally recognised research programme which both informs and is consistent with the School's research priorities.
- ▶ To publish the outcomes of research, with a record of securing publications in internationally rated journals of high standing. Where teaching and learning is the main focus, to publish research disseminated in pedagogic or professional practice publications.

- ▶ To have proven experience of securing significant external funding from prestigious funders including research councils, charities and the European Commission and a record of successfully leading and managing research projects, people and resources.
- ▶ Where appropriate to School/University strategy and subject discipline, to establish partnership links with external organisations to enhance Aston's research and industry profile.
- ▶ To provide strong leadership and team building in the management of research projects.
- ▶ To have a successful record of supervision of postgraduate students at Masters and doctoral levels to completion. To foster an environment which encourages research among students at postgraduate level.
- ▶ To lead research initiatives with colleagues and a wide range of external collaborators including internationally funded research projects as appropriate.
- ▶ To conduct research capable of demonstrating significant impact e.g. research which has the potential to benefit the economy, society, culture, public policy or services, health, the environment or quality of life.
- ▶ To build critical mass and promote excellence in the School's research priority areas.

Teaching and Learning

- ▶ Depending on role focus, to lead on identifying strategic areas for new teaching provision.
- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching programmes.
- ▶ To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- ▶ To mentor colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of programmes and the curriculum.
- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To lead on (depending on role focus) supporting and promoting quality assurance measures within the University e.g. by evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrating continuous professional development and critical reflective practice.

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	<p>A good degree in a relevant discipline.</p> <p>A PhD in a relevant area (or equivalent professional qualification)</p> <p>A recognised teaching qualification /membership of the Higher Education Authority (HEA) at the level appropriate to the post holder's substantive appointment' or a commitment to achieve this at the earliest opportunity.</p>	Application form and interview
Experience	<p>Experience of successful leadership and management in HE.</p> <p>A sustained and successful track record in HE in both research and education.</p> <p>Proven experience of working across the College and/or University, implementing initiatives, projects and/or plans.</p> <p>Substantial experience of budget planning and of financial management.</p>	Application form and interview
Aptitude and skills	<p>Ability to formulate and implement strategy including the creation of academic plans in the context of the Aston 2030 strategy.</p> <p>Excellent leadership qualities and a high level of management skill.</p> <p>Excellent communication / presentation skills and an ability to communicate strategy and organizational values to a range of stakeholders.</p> <p>Ability to work flexibly both as part of a team and as an individual.</p>	Application form and interview

	Essential	Method of assessment
	<p>Good understanding of university culture.</p> <p>Ability to lead a school as role model and exemplar of organisational values and behaviours.</p> <p>Commitment to inclusion and wellbeing throughout the department.</p> <p>Understanding of key issues in teaching and research.</p>	

	Desirable	Method of assessment
Education and qualifications	Membership of a professional body.	Application form
Experience	Working with Industry.	Application form and interview
Aptitude and Skills	Demonstrate an ability to grow the school by establishing new disciplines such as Aerospace.	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.



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 23.59 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: Professor Tony Clark

Job Title: Pro-Vice Chancellor and Executive Dean

Email: tony.clark@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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk