

Public Patient Involvement Administrator

OPPORTUNITY

Where change
gets real.



Reference: 0093-25

Grade: 07

Salary: £30,805 to £36,130, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

You will work flexibly and proactively to develop and support the implementation of the College's Public Patient Involvement (PPI) and Inter- Professional Learning (IPL) initiatives.

You will work closely with senior managers, academic staff and other members of the College administrative team. You will work across a range of the College's programmes to develop and implement appropriate systems, processes and procedures to support these two key areas of work. The role will include working with external stakeholders and members of the public and you will provide efficient, effective and responsive service to these groups.

Main Duties/Responsibilities

- ▶ Work proactively with senior academic staff and other colleagues to develop and implement effective processes and procedures to support the College's work in the areas of Public Patient Involvement and Inter- Professional Learning.
- ▶ Play a leading role in ensuring that all processes and procedures align with School, College, University and PSRB requirements. This includes reviewing, developing and implementing College and University-wide processes, working closely with administrative and academic colleagues.
- ▶ Act as a key point of contact on PPI/IPL matters for students and staff, schools and University departments.
- ▶ Provide a key point of contact on PPI/IPL matters for external stakeholders including PSRBs, healthcare providers and the public.
- ▶ Produce required and relevant documentation and ensure this is in line with University regulation and requirements of PSRBs and other external bodies.
- ▶ Develop and implement robust database of members of the public who wish to work with the Schools in the College. Have an awareness of GDPR and other data issues.
- ▶ Manage and providing of a variety of data and analysis for College and programme requirements and for internal and external reports and returns.
- ▶ Identify, assess and manage risks and issues – escalating them for resolution where required.
- ▶ Supporting relevant College committees, programme committees, examination boards and other meetings, preparing agendas and minutes, collating and processing papers and dealing with associated business and actions.
- ▶ Leading or supporting key College Office responsibilities, projects and activities working closely with other members of the College Office team and representing the College at relevant meetings and events.
- ▶ Any other reasonable duties that may be delegated consistent with the nature and grading of the post.

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"> ▶ Minimum A Level or equivalent relevant experience 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience in an academic administration role in Further or Higher Education. ▶ Experience of course administration ▶ Experience of developing, implementing and managing administrative systems and processes ▶ Experience of committee servicing and minute writing ▶ Experience of building and maintaining positive working relationships with a variety of colleagues, customers and other stakeholders ▶ Experience of using corporate database systems including entering, accessing and monitoring data 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Good leadership skills with the ability to guide and motivate others. ▶ Excellent interpersonal and communication skills. ▶ Strong customer services focus with a welcoming and professional approach to staff, 	Application form and interview

	Essential	Method of assessment
	<p>students and external individuals.</p> <ul style="list-style-type: none"> ▶ A positive and enthusiastic “can do” approach with a commitment to excellence and continual improvement. ▶ Strong team player. Willing to support other colleagues and actively contribute to the overall effectiveness and responsiveness of the administrative team ▶ A strong flexible and proactive approach with a high degree of initiative and an ability to develop new ideas and systems. ▶ Confident representing the College at various meeting or events and able to deal with a wide range of people including senior staff and external contacts. ▶ Able and keen to take on significant responsibilities and work effectively under minimum supervision. ▶ The ability to deal with sensitive and confidential issues with tact and discretion. ▶ Excellent IT skills including use of Microsoft Office packages ▶ Analytical and problem-solving skills – confident in finding solutions without continual reference to others ▶ Proven organisational, time management and prioritisation 	

	Essential	Method of assessment
	<p>skills and able to multi-task effectively.</p> <ul style="list-style-type: none"> ▶ Ability to work calmly and effectively under pressure and maintain a high level of accuracy and concentration. ▶ Need to be flexible in working hours to cope with busy periods or demands. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Degree Level or Equivalent 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of work involving understanding and interpreting procedures or regulations and providing guidance to others. ▶ Experience of working with PSRBs and/or in healthcare settings 	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

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

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: David Santoro

Job Title: Clinical Liaison Manager - College Operations HLS

Email: d.santoro1@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