

Business Enterprise Development Coach



OPPORTUNITY

Where change
gets real.



Reference: 0247-25

Grade: 8

Salary: £38,249 to £42,882, per annum, depending on experience

Contract Type: Fixed Term – 3 years

Basis: Full Time

Job description

Job Purpose:

The Centre for Enterprise, Coaching and Innovation needs a new member to join the Team Academy Aston Business Enterprise Development delivery team. Based on the Team Academy model of entrepreneurship education founded in Finland 30 years ago, students on our Business Enterprise Development UG and PG programmes are team coached through the setting up and running of real-world business ventures and projects in teams, whilst developing essential skills to support them as they navigate the world of work. Using team coaching instead of traditional lecture, seminar and tutorial-based approaches, the candidate who takes on this role will want to contribute to, develop and enhance the learning experiences of our students (known as Team Entrepreneurs) and also support the development of research and scholarship broadly in the fields of team coaching and entrepreneurial team learning. We are inviting applicants from industry as well as academia, who have interest and experience in educational innovation.

In addition to supporting learning activities, events and scholarship and research development, you will develop external links with the global Team Academy network, as well as regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry partners, as appropriate.

We are seeking candidates who are flexible, creative and committed to life-long learning. Candidates should be able to evidence the ability and desire to support 'learning-by-doing', team-based approaches to learning and working as part of a collaborative team of coaches.

Main Duties/Responsibilities

Teaching and Learning

- ▶ To coach teams at undergraduate, postgraduate and executive levels through a variety of learning and team development processes and activities.
- ▶ To facilitate improvements in the student learning experience and programme design through effective module management both with the team of coaches and in close consultation with the students.
- ▶ To use a range of methods and techniques in the team coach role, including assessment and feedback, to develop relevant skills and behaviours as well as knowledge of entrepreneurship and management.
- ▶ To innovate in teaching, demonstrate continuous professional development including involvement in team coach development activities, and critical reflective practice.
- ▶ To engage in the regular evaluation and development of modules, in terms of content, delivery, assessment and feedback.
- ▶ Undertake administrative responsibilities pertaining to the courses for which the successful candidate will be responsible such as examination boards, attendance at accreditation meetings, teaching and learning committees.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of programmes and the curriculum.

Scholarship and Research

- ▶ To develop research objectives, projects and proposals for personal/joint research programmes consistent with the Centre and more broadly, the School's research priorities.
- ▶ To write up or contribute to the write up of scholarship work for publication.

- ▶ To supervise and manage research projects.
- ▶ To supervise postgraduate students at Masters level. To foster an environment which encourages scholarship and research among students at all levels.
- ▶ To collaborate in scholarship and research initiatives with colleagues in and beyond the Centre and School as appropriate.

External Engagement

- ▶ To engage with external social, business and economic partners and organisation to build awareness of and involvement in Team Academy Aston and the Centre for Enterprise, Coaching and Innovation activities.
- ▶ Participate in and develop external networks within start-up business eco-systems where appropriate to the Centre, and School, strategies.
- ▶ To contribute to student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To contribute to plans to demonstrate scholarship and research impact and secure commercialisation, identifying and pursuing opportunities for translational research where appropriate to role and discipline.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting understanding of the subject.

Citizenship

- ▶ To role model the team learning ethos to students and staff within the Centre for Enterprise, Coaching and Innovation and to the broader University community, and to fully contribute to the life of the Team Academy Aston Hub.
- ▶ To carry out specific School roles and functions as may be reasonably required (e.g. Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.
- ▶ To provide pastoral care and support to students.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade 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"> ▶ A good degree in a relevant subject discipline. ▶ A recognised coaching qualification, or coaching experience 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of, and commitment to, working with learner-centred, enquiry-based and practice led pedagogic approaches. ▶ Experience of team coaching, participatory facilitation and/or working outside of an educational environment. ▶ Experience or knowledge of the Team Academy model of entrepreneurship education and its application in UK based Higher Education Institutions. ▶ Experience of coaching or active learning approach to business development/education. ▶ Track record of quality and innovation in teaching, learning, coaching or mentoring and evidence of on-going CPD. ▶ Experience of initiating and conducting research and/or thought leadership. ▶ Experience of writing up/ contributing to the writing up of scholarship and/or research for publication. 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> ▶ A broad-based understanding of team coaching and/or enquiry-led pedagogic approaches. ▶ Ability to employ innovative coaching and training methods. 	Interview and presentation

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ A sound understanding of, and an ability to work creatively and effectively with teams. ▶ Ability to work effectively in an environment characterised by high levels of ambiguity and complexity. ▶ Ability to contribute to course and programme development. ▶ Excellent communication skills to build external contacts that will support learning and teaching, and research activity. ▶ Ability to create, implement and maintain a research plan and to publish in high quality academic and other publications. ▶ Ability to harness IT as a research and teaching tool ▶ A willingness to undertake further training as appropriate and to adopt new procedures as and when required. ▶ Commitment to observing the University's Equal Opportunities Policy at all times. ▶ Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ A Masters level qualification in a relevant discipline ▶ Completion of a Team Academy focused training qualification (or close to completion) ▶ Engaging in doctoral level study, or a willingness to do so once appointed. ▶ Membership of a relevant professional body. 	Application form

	Desirable	Method of assessment
	<ul style="list-style-type: none"> ▶ A Postgraduate Certificate in Higher Education. ▶ A recognised teaching qualification / membership of Advance HE (formally known as the Higher Education Academy) at Fellow level or willingness to work towards this if appointed 	
Experience	<ul style="list-style-type: none"> ▶ A track record of successful external engagements: regionally, nationally and internationally. ▶ Experience of being a team coach in a Team Academy based programme either in the UK or abroad ▶ Demonstration of having acted as a role model or coach for teaching and learning excellence. ▶ Experience of course management at module or programme level. ▶ Experience of working with small to medium sized enterprises to facilitate learning. ▶ Experience of bidding for and undertaking externally funded applied research and consultancy projects. ▶ Experience with new or early-stage entrepreneurial ventures. 	Application form and interview and presentation
Aptitude and Skills	<ul style="list-style-type: none"> ▶ Ability to work well with a variety of clients. ▶ Ability to work with social media and understand their application in an educational setting. 	Interview and presentation.

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: Dr Elinor Vettrano

Job Title: Director: Centre for Enterprise, Coaching and Innovation

Email: e.vettrano@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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