



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0417-25**

**Grade: 07**

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

**Contract Type: Fixed Term till April 2028**

**Basis: Full Time (36.5 Hours)**

## Job description

### Job Purpose:

Aston University is seeking a programme coordinator to support the expanded Midlands SPARK Innovation Accelerator.

SPARK The Midlands is the first UK branch of Stanford Universities SPARK Preclinical Accelerator Programme now carried out in over 60 locations globally.

The postholder will support translational and preclinical development projects led by academics, clinicians, and companies across 15 Midlands universities, ensuring regulatory strategies for diagnostic technologies are robust, investor-ready, and compliant with IVDR and international standards.

The role will involve operational and engagement responsibilities to ensure that projects led by academics, clinicians, and companies are strategically aligned with regulatory and commercialisation pathways—particularly in diagnostics and IVDR compliance.

Some travel across the Midlands region will be required.

### Main Duties/Responsibilities

#### Evaluating performance

- ▶ Provide day-to-day coordination and administrative support to ensure the smooth delivery of the SPARK The Midlands programme.
- ▶ Work with academic, clinical, and industry stakeholders to support the translation of preclinical innovations, ensuring alignment with appropriate regulatory and commercial pathways.
- ▶ Coordinate regular project cohort meetings, workshops, and cross-institutional events to encourage collaboration and knowledge exchange.
- ▶ Engage proactively with internal and external stakeholders, including academic researchers, clinicians, NHS partners, funders, and investors, to support project advancement.
- ▶ Assist in managing data and contact records, contributing to ongoing programme monitoring and reporting.
- ▶ Contribute to programme communications and outreach, including event promotion, stakeholder briefings, and internal updates.
- ▶ Support the wider SPARK The Midlands team in delivering joint activities and ensuring that programme objectives are met across partner institutions.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Bachelor's degree or equivalent qualification/experience in a relevant subject area (e.g. life sciences, health, medical engineering).</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience working in a research, innovation, or knowledge exchange environment (e.g. university, NHS, or R&amp;D organisation).</li> <li>▶ Experience of stakeholder engagement and relationship management.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Excellent written and verbal communication skills.</li> <li>▶ Strong organisational and time management skills, with the ability to manage multiple deadlines.</li> <li>▶ Ability to work collaboratively with diverse stakeholders across academia, NHS, and industry.</li> <li>▶ Willingness to travel regionally across the Midlands.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Postgraduate degree (MSc, PhD) in a relevant field.</li> <li>▶ Regulatory Affairs Certification (e.g., RAC Devices, Topra).</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Knowledge or experience of translational research in diagnostics, therapeutics, or medical technologies.</li> <li>▶ Understanding of regulatory pathways for health technologies (e.g. IVDR, CE marking, MHRA).</li> <li>▶ Familiarity with research and innovation funding bodies such as Innovate UK, NIHR, or Horizon Europe.</li> <li>▶ Experience coordinating collaborative programmes or academic-industry partnerships.</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ Experience running small and medium scale events.</li> </ul>	Application Form

## 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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Chynna Pascual

Job Title: SPARK The Midlands Project Manager

Email: [C.Pascual@Aston.ac.uk](mailto:C.Pascual@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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