

# Head of Careers



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0402-25**

**Grade: 09**

**Salary: £46,735 to £55,755 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

This role will lead on the strategic management and delivery of Careers information, advice and guidance for students across the University. It will ensure successful delivery of an innovative programme of careers support, including in curriculum activities at undergraduate and postgraduate level. The role will respond to growing student numbers in the context of supporting excellent graduate outcomes and Aston University's social mobility agenda. Leading a team of careers professionals and responsible for graduate support the post holder will build collaborative relationships internally and externally to support the Aston 2030 strategy and key measures of success relating to student experience and progression.

### Main Duties/Responsibilities:

#### Strategy and Performance

- ▶ Lead the careers agenda to support delivery of the Aston 2030 strategy with a specific focus:
  - ▶ Employability in the curriculum
  - ▶ Aston Power Skills
  - ▶ Careers readiness
  - ▶ Graduate Outcomes performance
- ▶ Use data, evidence and stakeholder feedback to analyse performance and the student experience to deliver continuous improvements and shape service design
- ▶ Lead on the creation of an innovative programme of Careers information, advice and guidance in the context of growing student numbers and omni-channel provision

#### Delivery

- ▶ Lead the delivery of initiatives to support progression outcomes as part of the University Access and Participation plan, TEF and our programme enhancement frameworks.
- ▶ Build strategic relationships with key stakeholders across the university that are aligned to employability
- ▶ Offer expert advice to a range of stakeholders on matters relating to careers, such as the Office for Students B3 conditions (progression), the graduate labour market and wider skills agenda
- ▶ Collaborate with colleagues across the University and lead on working groups to support employability initiatives
- ▶ Ensure a proactive, flexible approach to managing the careers cycle, adjusting, and allocating team resources as needed to deliver
- ▶ Develop the use of technology for Careers with a focus on the use of Artificial Intelligence and systems to support efficiencies at scale

#### Team

- ▶ Leading, motivating, supporting and challenging the Careers and Graduate team to work with focus, strategic direction and deliver on stakeholder needs
- ▶ Foster a culture that supports the Careers and Placements agenda ensuring a happy and engaged team through leadership style, objective setting and cross-team collaboration
- ▶ Develop reporting mechanisms to support the Aston 2030 measures of success relating to employability and progression
- ▶ In collaboration with the Director of Employability communicate and support the vision for employability at Aston University

- ▶ Be an active part of the Careers and Placements leadership team, deputising for the Director of Employability and working in partnership with the Head of Placements and Head of Student and Employer Engagement.

### **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
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Educated to Degree level or equivalent, or experience in a similar level and type of role.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of managing large complex teams in an employability setting; with particular emphasis on motivating staff to set and achieve high performance standards.</li> <li>▶ Proven knowledge of Higher Education policy in particular TEF, APP and GOS.</li> <li>▶ Expert in leading the delivery of excellent customer service to diverse stakeholders</li> <li>▶ Experience of using data on performance to take action to drive improvements at organisational level.</li> <li>▶ Experience of change management processes and implementing new procedures at scale.</li> <li>▶ Experience of leading the development and delivery of strategic skills initiatives including multiple stakeholders with often competing priorities</li> </ul>	Application form and interview

	Essential	Method of assessment
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Able to coach and develop others to success.</li> <li>▶ Ability to work under pressure to meet deadlines and achieve targets in an unpredictable environment.</li> <li>▶ Able to analyse problems and use judgment to identify and provide pragmatic and workable solutions.</li> <li>▶ Ability to think creatively with a proactive approach in generating insightful ideas and carrying them forward.</li> <li>▶ Excellent interpersonal, teamwork, network and influencing skills.</li> <li>▶ High level IT proficiency.</li> <li>▶ Ability to plan workloads to ensure that the department is run in the most efficient way possible without sacrificing quality.</li> </ul>	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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

**Name:** Rachel McIntosh

**Job Title:** Director Employability • Careers And Placements

**Email:** [r.mcintosh@aston.ac.uk](mailto:r.mcintosh@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:

Non-UK/Irish nationals will require a visa or immigration permission that allows them to work in the UK.

The most common work visas are the [Skilled Worker](#), [Global Talent](#) and [Graduate](#) immigration routes. You can find more information about these visa categories on our [web page for candidates](#). The [UKVI website](#) provides further detail about different work visas and the eligibility criteria for each.

### 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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