



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0393-25**

**Grade: Grade 10**

**Salary: £57,422 to £66,537, per annum, Depending on experience**

**Contract Type: Fixed Term (2 Years)**

**Basis: 0.6 FTE**

## Job description

### Job Purpose:

This is an exciting opportunity for a legal academic or practitioner, with experience of working either in legal practice or in a university setting, to join us as Director of Aston Law Clinic. The Law Clinic is an important part of the distinctive, friendly and growing Aston Law School, which is a department within the School of Law and Social Sciences.

Our strategic growth involves the ongoing development of our Law Clinic which currently provides opportunities for our Law students to gain experience of advising clients. Hence this role involves leading the delivery of operational excellence from students in the Law Clinic and contributing to its strategic growth and development.

### Main Duties/Responsibilities:

#### Leadership

- ▶ To provide strategic direction and leadership to Aston Law Clinic
- ▶ To support Aston Law School colleagues with contributing to Aston Law Clinic activities
- ▶ To line manage student Law Clinic Administrators
- ▶ To represent Aston Law Clinic to the University's stakeholders and beneficiaries
- ▶ To lead the development of Clinical Legal Education at Aston Law School in line with the strategy of the School of Law and Social Sciences, and Aston University under its 2030 Strategy

#### Teaching and Supervision

- ▶ To teach appropriate professional standards, protocols and procedures to Aston Law Clinic students
- ▶ To provide operational supervision and support to students in Aston Law Clinic (including sign-off of advice)
- ▶ To engage in the continuous review and development of Aston Law Clinic's activities, including developing, supporting and promoting appropriate quality assurance measures

#### Scholarship

- ▶ To develop a personal scholarship programme that supports the future development of Clinical Legal Education at Aston Law School
- ▶ To collaborate in Aston Law Clinic related initiatives with colleagues in and beyond the Department and School, as appropriate

#### External Engagement

- ▶ To engage with prospective and current clients of Aston Law Clinic client-facing advice and activities
- ▶ To maintain and grow relationships with external firms for supervision within Aston Law Clinic
- ▶ To build links with external individuals and organisations to enhance Aston Law School's reputation within the framework of School and University strategy
- ▶ To enhance the University's reputation within the HE sector, and with appropriate

professional/scholarly bodies

### **Citizenship**

- ▶ To take a fair share of specific department or School roles and functions as may be reasonably required with a particular focus on areas relevant to Aston Law Clinic
- ▶ To demonstrate the University's leadership 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.

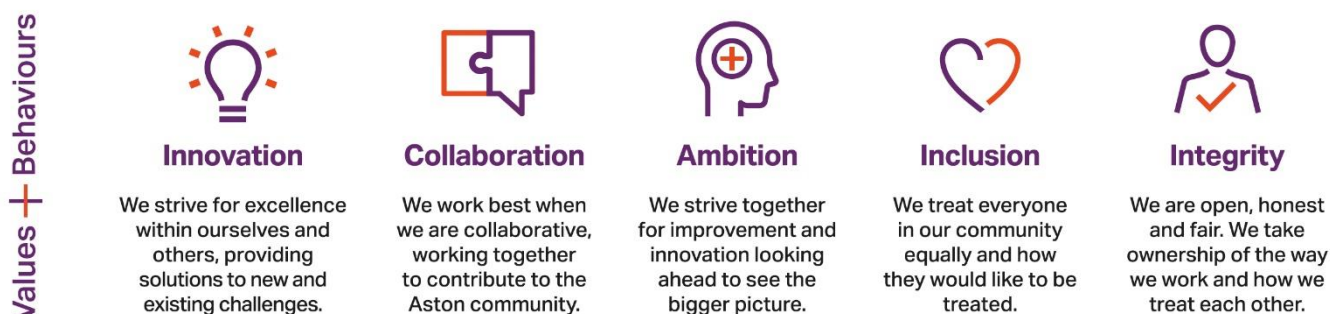
## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A good first degree.</li> <li>▶ A professional qualification for the practice of law, including a current practising certificate.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of managing a caseload of instructions to service standard.</li> <li>▶ Experience of working either in a university setting or in legal practice, including the supervision of developing lawyers in their conduct and engagements with clients and prospective clients.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<p>You will have the ability to:</p> <ul style="list-style-type: none"> <li>▶ design and develop (or contribute to the design and development of) clinical legal aspects of a law curriculum</li> <li>▶ harness technology, including case management software, for operational delivery of advice and support to Aston Law Clinic clients and prospective clients</li> <li>▶ provide pastoral support to students</li> <li>▶ develop and maintain an ongoing scholarship program that supports your role</li> </ul> <p>You will also have highly developed communication and presentation skills and a willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Experience of teaching and assessment on relevant undergraduate and postgraduate programmes (or the professional equivalent).</li> <li>▶ Membership of a relevant professional body such as the Association of Law Teachers, Law Society, one of the pro bono networks.</li> <li>▶ Membership of, or a willingness to work towards fellowship of, Advance HE.</li> </ul>	Application form and interview
<b>Experience</b>	<p>You will have:</p> <ul style="list-style-type: none"> <li>▶ Led teaching delivery (or the professional practice equivalent)</li> <li>▶ Experience of change whether in practice or a university setting.</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<p>You will have a 'can do' attitude and be:</p> <ul style="list-style-type: none"> <li>▶ A team player as well as team leader</li> <li>▶ Eager to join in the positive development of effective legal education</li> <li>▶ Committed to social mobility</li> <li>▶ Student-centred</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:** Dr Kristie Thomas

**Job Title:** Interim Head of Aston Law School

**Email:** [k.thomas5@aston.ac.uk](mailto:k.thomas5@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>

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

[www.aston.ac.uk](http://www.aston.ac.uk)



