



OPPORTUNITY

Where change
gets real.



Reference: 0652-25

Grade: Band 1

Salary: £67,280 to £104,712, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Based in London, the Director is responsible for managing the Aston London Campus for wider benefit to the university in collaboration with CEG as our strategic partner. The role drives innovation in learning, teaching, and assessment and assuring a high-quality student experience for all learners within Aston London, including resourcing. Whilst the focus of this appointed office is on Education and Student Experience, the role holder will be expected to contribute to the wider development, implementation, and evaluation of the University's London hub.

Responsible to: PVC Global Academic Hubs

Main duties and responsibilities

Strategic Planning

- ▶ To be a member of the London Leadership Team, working collaboratively with partners CEG and across the University to ensure Aston London performs to its potential.
- ▶ To provide strategic leadership on learning and teaching activities, particularly in relation to the student experience, student satisfaction, Access and Participation Plan, student success, employability, and quality enhancement as the accountable leader on behalf of the PVC in delivering the related measures of success (KPIs) for the Aston London.
- ▶ To work with members of the London Leadership Team and CEG in identifying priorities for student numbers in line with the Aston 2030 strategy.
- ▶ Collaborate with the University's central Education team, relevant Directors and Deputy/Associate Directors Education and Student Experience to develop and implement policies, guidance, and strategies related to education delivery and enhancement.
- ▶ To develop, implement, and evaluate the impact of initiatives aimed at addressing strategic priorities such as student continuation, satisfaction, and employability across the London academic portfolio.
- ▶ To oversee, in partnership with Heads/Directors of School across the Colleges, the academic operations of Aston London's portfolio, including resourcing.
- ▶ Lead the implementation and enhancement of digital learning strategies, ensuring the integration of cutting-edge technologies and platforms to enhance the student learning experience and outcomes while facilitating Aston's omni-channel delivery model.
- ▶ Deputise for the PVC where appropriate, and to undertake any other duties commensurate with the role.

Operational Management

- ▶ Work in collaboration with colleagues responsible for governance of education across the University to share and harmonise good practice, ensuring consistency, efficiency and effectiveness of education practice and processes, and to develop and enhance the experience of our students.
- ▶ Assume responsibility for the academic operations of Aston London, working closely with Directors based in the Aston Birmingham Colleges and Schools to ensure appropriate resourcing.
- ▶ Assume responsibility for ensuring that the Aston London programme portfolio is aligned with strategy, and that programme development, approval, and review is compliant with university standards and in alignment with Aston 2030 Strategy.
- ▶ Work closely with industry partners to ensure the curriculum is aligned with current professional standards and industry needs, fostering opportunities for real-world learning and employability.

- ▶ Work closely with CEG on recruitment, outreach, and admissions activities to ensure that the Aston London is presented in the best possible light to potential applicants at both on, and off-campus recruitment, outreach, and admissions activities.
- ▶ Work closely with relevant university professional services to facilitate their involvement in Aston London, for example Careers & Placement and Library.
- ▶ In close collaboration with the PVC and CEG, agree qualitative and quantitative targets for the recruitment of students.
- ▶ Work with the PVC to act as an ambassador for Aston London in external forums and networks, advocating for the Aston London's education provision and driving external collaborations that raise our profile i.e. London Higher.
- ▶ Assume formal responsibility for external examining arrangements, as necessary.
- ▶ Oversee all student-related matters, including:
 - Managing student discipline in collaboration with the relevant Academic Offences Officers.
 - Providing oversight of Exceptional Circumstances cases.
 - Handling case management for student issues that require formal intervention and reporting. This includes supervising reasonable adjustments related to disability, working closely with Student Services to ensure appropriate support.

Education Delivery, Quality and Performance Management

- ▶ Responsible for assuring the quality of all taught provision that is delivered within Aston London.
- ▶ Expect, if required, to lead and teach on modules particularly interdisciplinary in nature or linked to individual projects/ dissertation.
- ▶ Lead on behalf of Aston London for external governance activities relating to learning, teaching, and the academic student experience (e.g. NSS, PTES, TEF, Ofsted), sharing and showcasing excellence and driving enhancements in performance where appropriate to ensure educational gains.
- ▶ Set targets aligned to university strategy and monitor performance of Aston London's continuation, completion, and progression rates (OfS B3 metrics).
- ▶ Lead and promote engagement with external strategic stakeholders related to Aston London's education provision (e.g. relevant PSRBs and Industry partners).

Partnership and Collaboration

- ▶ To work with members of the London Leadership Team, partners CEG, and other Education and Student Experience role holders on maintaining and enhancing the learning experience of students and enhance the development of student community.
- ▶ To work with relevant Professional Services teams and the Students Union to enhance the student experience of all learners.
- ▶ To promote receptiveness to the 'student voice' (e.g. through staff student liaison groups) and other means to ensure that students are enabled to be actively involved in shaping their education experience.

People Management

- ▶ Provide leadership and expertise to all staff within Aston London in matters relating to Education and Student Experience.
- ▶ Line manage Pathway Directors and dedicated teaching staff across Aston London as and when we afford to have them in place depending on growth in student number in Aston London.
- ▶ Lead the way in delivering an exceptional student experience and in fostering a high performing, inclusive culture that sustains this ethos.
- ▶ Working with the PVC, ensure appropriate induction, development, and performance management systems and processes are applied across Aston London to support all staff in

delivering outstanding learning and teaching. For example, level appropriate achievement of HEA fellowships.

- ▶ Work with Heads/Directors of School across the Colleges to secure effective learning and teaching practice amongst academic staff.
- ▶ Advise on the appointment and promotion of staff, with a focus on Teaching and Learning.

Partnership Management

- ▶ Provide strategic oversight for Aston London's campus operations, ensuring an efficient, inclusive, and student-focused environment. Oversee space planning, learning environments, timetabling, and student services coordination in collaboration with central Professional Services. Ensure alignment of the campus with health, safety, sustainability, and inclusion practices consistent with the University's broader strategy.

Additional Responsibilities

- ▶ Direct contribution to specific aspects of Aston London's core operations (i.e., delivery on programmes, student recruitment, business development).
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety, and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes Inclusive Aston Values 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.
- ▶ Act as primary liaison with CEG and other strategic partners to foster collaborative planning, delivery, and review of activities.
- ▶ Represent Aston London in external networks, forming new partnerships to advance Aston's strategic interests in London.

Person specification


	Essential	Method of assessment
Education and qualifications	<p>A doctoral degree (PhD or equivalent) in a relevant academic discipline.</p> <p>Recognised teaching qualification or evidence of professional recognition in higher education (e.g. Senior Fellowship of the HEA or equivalent).</p> <p>Evidence of ongoing commitment to personal and professional development.</p>	Application form
Experience	<p>Substantial experience in a senior academic leadership role, preferably within a multi-campus or partnership-based higher education environment.</p> <p>Demonstrable track record of success in leading learning and teaching initiatives, including curriculum development and quality enhancement.</p> <p>Experience in managing academic operations, including resource planning, programme delivery, and student support.</p> <p>Proven success in improving student outcomes, including satisfaction, retention, progression, and employability.</p> <p>Experience of working collaboratively with professional services and external stakeholders, including industry partners and regulatory bodies.</p> <p>Evidence of contributing to institutional strategies, policies, and key performance indicators (KPIs).</p>	Application form and interview

	Essential	Method of assessment
	Experience representing an institution externally, including engagement with relevant networks, partners, and professional/statutory bodies.	
Aptitude and skills	<p>Strategic thinking and the ability to lead complex academic operations in a dynamic, partnership-based environment.</p> <p>Excellent leadership, line management, and people development skills, with a commitment to fostering a high-performing and inclusive team culture.</p> <p>Strong understanding of the UK higher education regulatory landscape, including OfS requirements, NSS, TEF, and academic governance processes.</p> <p>Ability to manage competing priorities, deliver results under pressure, and take ownership of strategic initiatives.</p> <p>Skilled communicator with the ability to influence, negotiate, and build strong relationships with internal and external stakeholders.</p> <p>High level of digital literacy and a commitment to driving innovation in digital education and omni-channel delivery.</p> <p>Commitment to Aston University's values, including inclusivity, enterprise, sustainability, and continuous improvement.</p>	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: Professor Zoe Radnor

Job Title: Pro Vice-Chancellor Global Academic Hubs

Email: z.radnor@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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