

Postgraduate Approval Lead



OPPORTUNITY

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Reference: 1030-25

Grade: 7

Salary: £31,236 to £36,636, per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

The Postgraduate Approval Lead will play a critical role in ensuring Aston's postgraduate students have access to high-quality, compliant, and well-supported internship opportunities. Reporting to the On Placement Support Manager, the post holder will oversee the approval of internship and placement records, ensuring alignment with programme requirements, visa regulations, health and safety standards, and University policy.

This role holder will act as the primary contact for postgraduate students and internship providers during the approval process, providing clear guidance, pastoral support, and timely resolution of queries. By maintaining accurate records, monitoring risks, and collaborating with colleagues across Careers and Placements, Academic Colleges, and central services, the post holder will contribute directly to Aston's commitment to delivering excellent student experiences and graduate outcomes.

Main Duties/Responsibilities

- ▶ Act as the primary point of contact for all postgraduate internship approvals, responding to and resolving queries from students, internship providers, and staff.
- ▶ Lead on the approval process for postgraduate internships, reviewing contracts, agreements, job descriptions, and health & safety information to ensure compliance, and recording approvals on SITS within programme deadlines.
- ▶ Maintain accurate records of approvals in the CRM system (SITS), ensuring data quality and compliance with HESA and visa regulations.
- ▶ Liaise with students and internship providers to obtain required documentation and evidence (e.g. health & safety information, insurance, job descriptions, employment contracts, signed agreements).
- ▶ Escalate high-risk internships to the On Placement Support Manager, Health & Safety/Insurance teams, Visa team, and Academic Colleges as appropriate.
- ▶ Provide pastoral support to students during the placement/internship approval process, via email, phone, and in person when necessary.
- ▶ Identify and analyse risks related to internships, recording them appropriately in systems/trackers and following up with providers when needed.
- ▶ Support students undertaking study or internships abroad, ensuring completion of Travel Risk Assessments and liaising with the Engagement and Visa teams where required.
- ▶ Collaborate with the On Placement Support Manager, Health & Safety/Insurance teams, and wider Careers and Placements colleagues to evaluate and improve internship approval processes, ensuring a positive student experience.
- ▶ Provide regular updates to the Careers and Placements Management Team and Academic Colleges on internship approval activity.

- ▶ Utilise AI and digital tools to collate data, presenting it in an accessible format for reporting.
- ▶ Work closely with the Employability Data Lead to monitor uptake, identify key issues, and feed into recommendations for future postgraduate cohorts.
- ▶ Ensure compliance with relevant legislation, including Data Protection, Health & Safety, Equal Opportunities, and other employment-related regulations.
- ▶ Undertake any other duties as required by the On Placement Support Manager and Head of Placements, commensurate with the grade.

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"> ▶ Educated to A level or equivalent, or experience in a similar level and type of role. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of delivering excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Experience of working with and managing multiple stakeholders 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Experience of using a CRM database or similar, to record, check and analyse quality of information and data 	Application form and assessment day

	Essential	Method of assessment
Aptitude and skills	<ul style="list-style-type: none"> ▶ Basic understanding of recruitment and selection processes 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Analytical and decision-making skills 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Ability to work under pressure to meet deadlines and achieve targets 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Excellent attention to detail and demonstrable ability to work with data 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Able to analyse problems and use judgment to propose good solutions 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ A flexible and collaborative approach with the ability to manage unpredictability 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Has the will and ability to work cooperatively with others 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Able to convey information in an understandable and engaging manner; both verbally and in writing 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Develops strong relationships with a wide range of stakeholders, i.e. employers 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Excellent IT skills: AI, MS Office suite and Virtual Learning Environments (VLEs) to collate and analyse data 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Awareness of student diversity, expectations of students, and understanding of the need to manage these 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Demonstrates an interest in keeping skills up to date 	Application form and assessment day
	<ul style="list-style-type: none"> ▶ Excellent team working skills and ability to be flexible and 	Application form and assessment day

	Essential	Method of assessment
	adaptable to changing needs of the service	

	Desirable	Method of assessment
Education and qualifications	▶ Educated to degree level or equivalent	Application form and assessment day
	▶ Further qualification relating to any aspect of the role	Application form and assessment day
Experience	▶ Experience of being part of a team within further/higher education or similar environment to deliver employability services	Application form and assessment day
	▶ Experience of working, living, or familiarity with a different culture	Application form and assessment day
Aptitude and Skills	▶ Exposure to University CRM packages or online content management	Application form and assessment day

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.



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: Carly Bradshaw

Job Title: On Placement Support Manager

Email: c.bradshaw@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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