

DBA Admissions & Programme Support Officer (Maternity Cover)



OPPORTUNITY

Where change
gets real.



Reference: 0025-26

Grade: 6

Salary: £27,319 to £29,588, per annum, depending on experience

Contract Type: Fixed term (6 months)

Basis: Full time

Job description

Job Purpose:

To provide administrative support for all the teams within Aston Graduate School, working across all of the major functions, including recruitment and admission, progression, training and development and governance and quality. The postholder is expected to play a key role in delivering an excellent support service and student experience.

Main Duties/Responsibilities

- ▶ Provide administrative support to the PGR progression team in relation to PGR student progression and completion of research degree programmes for research students. Support the processing of supervisory meeting reports, annual reports, Qualifying reports, Thesis submissions and Vivas.
- ▶ Provide administrative support to the PGR admissions team in relation to PGR student recruitment and admissions, including application assessment, advice and guidance to applicants and supervisors, processing offer decisions and managing enrolment.
- ▶ Provide administrative support for all researcher development provision delivered by the Graduate School, e.g. monitor course bookings, record course attendance and respond to queries from course participants.
- ▶ Support the administration related to PGR learning agreements and Training Needs Analyses.
- ▶ Support administration related to supervisor training including updating records on MAP and Core and sending reminders re overdue training.
- ▶ Support the process for recording and approving research development activities undertaken by PGR students.
- ▶ Support the processes for the admission of visiting PGR students.
- ▶ Provide administrative support for Graduate School communications to PGRs and supervisors.
- ▶ Be responsible for updating the Graduate School Blackboard and OneAston pages as required.
- ▶ Provide student/research development data and management information for variety of reporting purposes.

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	Educated at least to A level standard or equivalent.	Application form and interview
Experience	<p>Experience of working in a similar fast-paced administrative role, ideally student/customer-facing.</p> <p>Experience of working in HE, preferably in a programme support role.</p> <p>Experience of using SITS or similar student records database.</p>	Application form and interview
Aptitude and skills	<p>Excellent organisational, communication and IT skills.</p> <p>Excellent teamworking skills.</p> <p>Excellent time management.</p>	Application form and interview

	Desirable	Method of assessment
Experience	Previous experience of supporting postgraduate research programmes.	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 23.59 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.

Contact information

Enquiries about the vacancy:

Name: Farat Ara

Job Title: PGR Administration Manager

Email: f.ara@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: 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**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web 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 our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

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