



OPPORTUNITY

Where change
gets real.



Reference: 0556-26

Grade: 8

Salary: £38,784 to £46,049, per annum, depending on experience

Contract Type: Fixed term

Basis: Full time

Job description

Job Purpose:

Our people are an integral and essential part of the Aston 2030 strategy, published in June 2023. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Human Resources and Organisational Development (HROD) Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The Policy & Compliance Lead will ensure Aston University is compliance-ready for the Employment Rights Act 2026 and related reforms by maintaining, updating and embedding people policies and associated procedures. The postholder will set internal standards and KPIs, monitor delivery, and provide clear assurance reporting to support a consistent and auditable approach to implementation.

Key areas of responsibility include owning the policy framework and review cycle; completing compliance gap analyses against new and emerging employment legislation (including the Employment Rights Act 2026); translating requirements into practical updates to contracts, policies, guidance and processes; and coordinating implementation plans so changes are communicated, understood, embedded and evidenced across the institution.

Main Duties/Responsibilities

Main duties and responsibilities

- Own the end-to-end review, development and maintenance of Aston's people policies and associated procedures, ensuring they are implementation-ready and auditable.
- Lead a structured compliance programme of compliance readiness for new employment law requirements (including the Employment Rights Act 2026), translating legislative change into clear policy and process deliverables.
- Prioritised list of policies, guidance, templates and (where appropriate) standard contractual wording requiring update, with drafting undertaken for highest-risk areas.
- Identify, assess and document compliance risks, controls and evidential requirements; maintain an action tracker and provide assurance updates on readiness milestones and dependencies.
- A published implementation roadmap aligned to the legislative timetable (including consultation, approvals, policy publication, and go-live support).
- Build effective relationships with internal stakeholders and recognised trade unions to support consultation, practical implementation and sustained adoption of policy changes.
- Report regularly to the Head of Policy & Partnering and Senior HR leadership, providing clear governance updates on Employment Rights Act 2026 readiness, policy changes, training/comms roll-out and

outstanding risks.

- Manager briefing and staff communications plan agreed, including draft guidance/FAQs and readiness training needs analysis.

Policy responsibilities

- Maintain and deliver a policy review and implementation schedule aligned to the Employment Rights Act 2026 timetable and other relevant employment law changes, ensuring appropriate consultation, approvals, and publication of updated policies and guidance.
- Work with recognised trade unions, HROD colleagues and other stakeholders to consult on Employment Rights Act 2026-related policy and process changes prior to implementation, documenting outcomes and required actions.
- To publish updated policies and guidance via the staff intranet, ensuring version control, accessibility, and clear signposting to supporting resources.
- Ensure people policies and guidance are disseminated in accessible formats, using clear plain language to support employee understanding and manager application, particularly where new statutory rights and duties apply.
- Work collaboratively with the HR Business Partners, considering their specialisms and local operating contexts, to design and implement policy changes and supporting tools in a way that is practical, consistent and compliant.
- Support consultation with trade unions on proposed changes to established policies and processes, capturing operational impacts, implementation issues and feedback to improve readiness.
- Lead communications (with internal communications professionals and the Head of Policy & Partnering) to ensure timely, clear and consistent messaging on Employment Rights Act 2026-related policy changes and what they mean for staff and managers.
- Work with the HR Business Partnering team and Organisational Development, Learning & Talent Management to design management briefings, guidance and readiness training to support consistent implementation before and after go-live.
- Develop and maintain resources (e.g., toolkits, FAQs and standard wording) to support consistent interpretation and advice from HROD to academic and professional services departments, with a focus on Employment Rights Act 2026 implementation.

Compliance responsibilities

- Work with Organisational Development and Leaders to define, track and improve completion of mandatory training and readiness learning linked to new legal requirements (including the Employment Rights Act 2026).
- Ensure compliance with employment and other relevant laws is embedded

into the policy review schedule through documented impact assessments, readiness checks and evidence collection for audit/assurance purposes.

- Lead targeted campaigns and communications to improve completion of mandatory training and readiness activities, using data to focus interventions where risk is highest.
- Lead on compliance with relevant external regulatory requirements and maintain horizon-scanning for changes in employment law and enforcement expectations, escalating implications and required actions.
- Produce regular reports (including dashboards where appropriate) detailing compliance status and Employment Rights Act 2026 readiness progress against internal and external standards.
- Lead on developing guidance, learning and resources within HROD (and where relevant across the university) to support understanding and implementation of legislative changes, including the Employment Rights Act 2026 and subsequent updates.

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"> • CIPD Level 7 qualified and Associate Member, or equivalent experience. 	Application form and interview.
Experience	<ul style="list-style-type: none"> • Substantial experience in either generalist or specialist HR in a large complex public or private organisation. • Experience of policy creation, revision and interpretation • Experience of operating effectively in a HR role within a unionised environment. • Experience of achieving targets and KPIs linked to strategy through service delivery. • Experience of building, maintaining and utilising successful relationships inside and outside an organisation. • Experience of reporting to external bodies and legislators. • Experience of reporting on compliance. 	Application form and interview.
Aptitude and skills	<ul style="list-style-type: none"> • Customer and results focused. • Commitment to equality, diversity and inclusion. • Strong oral, written and presentational communication skills. 	Application form and interview.

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Excellent and up to date knowledge of employment and other relevant laws. • Evidence of continued professional development. • Analytical skills and attention to detail. • Legal and moral integrity. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification gained from a higher education institution. 	Application form.
Experience	<ul style="list-style-type: none"> • Experience of conducting compliance risk assessments. • Experience of using a compliance management platform (CMP). • Experience of undertaking a policy review schedule. • Experience of working in a higher education (HE) context. 	Application form and interview.
Aptitude and skills	<ul style="list-style-type: none"> • Collaborative and consultative approach. • Ability to network effectively inside organisations. • Proficient with Microsoft Office and able to use HR management systems (HRMS) or content management systems (CMS) 	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	Collaboration	Ambition	Inclusion	Integrity
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	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: Sarah March

Job Title: Head of Policy & Partnering

Email: s.march1@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>

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