



**OPPORTUNITY**

Where change gets real.



**Reference: 0804-26**

**Grade: 08**

**Salary: £41,064 per annum, pro rata**

**Contract Type: Fixed Term (9 Months)**

**Basis: 0.6 (3 days per week)**

## Job description

### Job Purpose:

To support the project 'Policing Systems to Support LGBT Victims of Hate Crime', led by Dr Nicci MacLeod and Prof. Mark McCormack.

### Main Duties/Responsibilities

- ▶ Interview police and stakeholders
- ▶ Transcribe interview recordings
- ▶ Conduct preliminary analysis of qualitative interview data
- ▶ Conduct searches and reviews of relevant literature
- ▶ Assist with the preparation of presentations and publications where appropriate
- ▶ Deal with routine communication using a range of standard media
- ▶ Communicate information and ideas, orally, in writing and electronically
- ▶ Present information on research progress and outcomes to the Primary Investigator as required
- ▶ Manage own research and administrative activities, with guidance as required
- ▶ Attend and contribute to relevant meetings
- ▶ Liaise with research colleagues and support staff on routine matters, particularly the other staff on the project
- ▶ Deal effectively with requests for information, referring them to others if appropriate
- ▶ Provide information and data in line with agreed research objectives and proposals
- ▶ Take independent and collaborative decisions that affect day-to-day operations within own area
- ▶ Contribute to collaborative decision making with colleagues
- ▶ Balance (with help where appropriate) the competing pressures of research and administrative demands and deadlines.
- ▶ Use research resources as appropriate.
- ▶ Plan own day-to-day research activity within the framework of the agreed programme
- ▶ Co-ordinate own work with that of others to avoid conflict or duplication of effort
- ▶ Contribute to the planning of future research projects
- ▶ Deal with problems which may affect the achievement of own research objectives and deadlines

### 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 PhD in Sociology or closely related discipline, which involved a focus on either LGBT issues, hate crime, or policing.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Demonstrated experience of qualitative interviews. Demonstrated experience of working in area of LGBT or sexualities issues.</li> <li>▶ Experience of conducting literature searches and summarising key findings from academic publications.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ High level of competence in qualitative interviews and qualitative data analysis.</li> <li>▶ Working knowledge of hate crime law in England and Wales; skill at using academic literature; excellent verbal and written communication skills; awareness of issues around working with integrity, particularly when dealing with sensitive data.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A Masters in Sociology or Criminology</li> </ul>	

	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of working on a research project involving qualitative interviews with police.</li> <li>▶ Experience of working on research projected related to LGBT issues.</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.

**Values + Behaviours**

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Prof. Mark McCormack  
Job Title: Professor of Sociology  
Email: [m.mccormack2@aston.ac.uk](mailto:m.mccormack2@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:** 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>

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

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