

ASTON UNIVERSITY

Operations, Data and Projects Manager

Careers and Placements

Salary: £32,004 to £38,183 per annum

Grade: Grade 08

Basis: Full-time

Reference: R170378

An exciting opportunity has arisen within Aston Careers and Placements for an Operations, Data and Project Manager with proven experience and aptitude to support teams in achieving their KPIs based around the student experience, graduate employability and placement uptake. This is a challenging and diverse role that will require you to oversee operational functions including the front desk, reporting, finance, recruitment, induction and HR administration; ensuring resources are effectively planned and organised. Data extraction, manipulation and analysis will be a key theme that runs through every strand of your work so extensive experience in analysis and data management, as well as an aptitude for systems and software, is essential. You will also provide project management for a variety of existing and planned new projects across Careers and Placements. Reporting to the Head of Careers, you will have line management responsibility for two permanent staff and temporary/placement students operating in a fast paced, best practice environment.

With the ability to establish and build cross departmental relationships with a variety of stakeholders, communication will be one of your key strengths. A strategic thinker as well as a practical logical problem solver, you will need a high level of attention to detail, exceptional data analysis skills and the ability to transpose data and complex information into a user friendly context to help inform strategic decision making. Experienced in project management within a complex environment, you will be comfortable working independently and taking the initiative. Previous experience of line management and delivery of exceptional levels of customer service are essential for success in this role. You must be confident, resilient and capable of building key relationships with colleagues and stakeholders and working effectively in a dynamic and diverse team.

Applications from candidates who applied during the most recent recruitment round (R170295) will not be considered.

Further particulars and application forms are available in alternative formats on request i.e. large print, Braille, tape or CD Rom.

If you have any questions, please do not hesitate to contact HR [viarecruitment@aston.ac.uk](mailto:viarecruitment@aston.ac.uk)

To apply, please visit <https://jobs.aston.ac.uk/Vacancy.aspx?ref=R170378>

Closing date: 23.59 hours BST on Thursday 07 September 2017.

Interview date: To be confirmed.

Aston University is an equal opportunities employer and welcomes applications from all sections of the community.