



## Aston – A Great Place to Work

Joining Aston University means so much more than working for a thriving HE institution in the heart of Birmingham. We've built our reputation on a passion for excellence and by helping students acquire the skills, confidence and knowledge they need to make a successful career in business, industry and the professions

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Over the last 20 years we have consistently been ranked as a top university for graduate employability (80 in the World and 12th in the UK according QS Graduate Employability Rankings).

Ranked the 33rd Most International University in the world and 10th in the UK (THE Most International Universities' table), as well as 11th in UK for Student Experience (2016 Times/Sunday Times Good University Guide).

## Our locations and Facilities

Located in the heart of Birmingham one of Europe's liveliest and most welcoming cities, our 40 acre friendly and green campus houses all the University's academic, social and accommodation facilities for our students.

Based on the 'Aston Triangle', the University campus is self-contained with accommodation, landscaped gardens, a nursery, sport facilities, Tesco, Costa, Starbucks, hairdressers and a variety of places to eat all on site

## Aston Mission and Values

Our **mission** is to be the UK's leading university for students aspiring to succeed in business and the professions, where original research, enterprise and inspiring teaching deliver local and global impact.

Our **vision** is that in 2023 Aston will have an international reputation for delivery of outstanding graduate outcomes and equipping business and communities with the skills for future success.

## 2018 to 2023 strategy

Aston is **professional and ambitious**. The University believes this is a prerequisite to realise our mission and vision, and will be recognised by businesses and external organisations as shared values which make Aston an attractive partner for research and education.

Aston is **innovative and collaborative**. The University works across disciplines, institutions and partners to be proactive in creating and implementing new ideas, to be a leader in modern educational techniques and to undertake research which inspires staff, students and external partners.

Aston is **ethical and inclusive**. The University recognises its responsibility to be an exemplar of behaviour and conduct in all that it does. It will leverage the diversity of its staff and student body to achieve outcomes for its beneficiaries and provide opportunities for education and professional development to all.



## Staff Benefits

The size and scope of the university means that the opportunities on offer are as diverse as the people who work here. From a generous annual leave scheme, gym membership, on-site nursery and flexible working to opportunities to volunteer in the community, there is something for everyone.

### Cycle to work scheme

Cycle to Work is open to all employees. By introducing a salary conversion scheme for the provision of bicycles, we can provide a bicycle for commuting and associated safety equipment free of income tax and national insurance

### Employee travel pass scheme

As a result of Aston's affiliation to Company Travelwise in Birmingham and the University's on-going commitment to green transport, annual travel passes purchased under the Employee Travel Pass Scheme will be available at a discounted price.

### Car park scheme

Under the Flexible Benefits Scheme, instead of the car park charges being collected from your net pay, you may exchange an amount of gross salary that is equivalent to the charge. The result being that you will pay less National Insurance, thereby reducing the cost of car park charges.

### Low emission car lease scheme

The new Low Emission Car Lease Scheme offers employees the opportunity to be provided with a new car benefiting from corporate discounts and savings on Income Tax and National Insurance Contributions (NIC). The car scheme will only offer cars with low CO2 emissions (120g/km or less).

### Aston University nursery scheme

Aston University Nursery was founded in 1973 with a commitment to provide the highest standard of care and education. The Salary Conversion Scheme for the Aston University Nursery has been set up to provide Tax and National Insurance savings.



## Computer share childcare vouchers

The University recognise that employees with children often require flexible pre-school and out-of-school childcare in a convenient location. Childcare vouchers allow you to choose your own childcare provider and assist in reducing your childcare costs. Childcare vouchers help to improve the working lives of employees, helping you to balance work with caring responsibilities.

## Aston gym memberships

The Sir Doug Ellis Woodcock Sports Centre is a fantastic facility for staff to have at their workplace. Permanent members of staff can choose to pay their membership fee via their monthly/weekly salary or in a one off lump sum payment. Non-permanent staff can still get Aston staff prices but must pay for the membership in one lump sum.



## Charitable giving

We have been looking at ways of promoting charitable giving through the payroll and to provide the most effective way of making tax savings on donations. Set out below are two methods that will enable you to make charitable donations.

**Give As You Earn (GAYE)** - A way of making donations to a charity of your choice and receiving immediate tax relief

**Flexible Benefits Scheme** - Salary conversion for donations to Aston University to support students.

## Citysave Credit Union

Having a regular savings plan means building up a fund of money towards Christmas, a holiday or just for a rainy day and having it come directly out of your wages means saving has never been easier. In addition, surplus profits the credit union make are returned to our members in the form of a yearly dividend. Citysave is covered by the FSCS meaning your savings up to £75,000 are secure.

## Cinema Society Club

Staff can register with the Cinema Society Club to receive up to 40% off tickets.

## Will Writing Service

Aston University has teamed up with Dunham McCarthy, Estate Planning & Will Specialists, to offer Aston employees and their families a free will writing service.

## Conference Aston

All staff receive a 15% discount when dining at Conference Aston.

## Annual Leave

The annual bookable leave entitlement for staff working on a full-time basis is 25 days for staff in Grades 1 to 6, 30 days for staff in Grades 7 to 10 and 31 days for Professorial and equivalent staff

In addition to the above bookable leave entitlement a minimum of 13 additional days holiday per year is given as specified Bank and University holidays, the dates of which are circulated annually and are published on the University's website.

Part-time staff are entitled to the same amount of annual leave, including Bank and University Holidays, as full-time staff, on a pro-rata basis to the hours that they work.

## Pension

All regularly employed staff are enrolled into a pension scheme, the exact scheme will depend upon the grade of the post.

Further information is available on our website.

<http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

## Recognition Vouchers

The University has designed this scheme to provide managers with the flexibility and autonomy to recognise individuals or whole teams 'in the moment' by awarding them with e-vouchers. Typically e-vouchers are given for going above and beyond normal expectations of a job or role; completion of a project, innovative idea or process/product improvement that has had a positive impact for the university, students, staff or the wider community; excellent customer feedback; citizenship where an individual has gone out of their way to help others.

## Personal/Professional Development

To equip you with all the skills you need, we offer a comprehensive range of learning and development programmes. Whatever your role and ambitions, we will support you to build your skills set and be your best at work. As well as training, we offer an induction programme for all our new starters. This induction will give you a basic overview of our business, along with the chance to meet colleagues from across the university.

## Employee Assistance Programme

Open to all staff the service offers confidential support for a variety of issues such as managing money; having a family; moving house; personal life; retirement; work life;

returning to work after a break; family crises; personal crises; healthy choices; illness.

Services are available 24/7, 365 days a year.

## Relocation Support

Subject to the conditions of the University's relocation policy we provide assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy.