

JOB DESCRIPTION

Vacancy Reference:	51471
Job Title:	Admissions Officer (Maternity Cover)
Institute / Department:	Institute of Inner-City Learning: Birmingham campus
Grade / Salary:	Grade 4 / £25,138 – £28,759 per annum
Hours / FTE:	Full Time (37 hours, 1.0 FTE)
Contract type:	Fixed Term for 1 Year
Location:	Birmingham campus base and at other locations as necessary
Reporting to:	Principal Administrative Officer (Admissions)

BACKGROUND

The Institute of Inner-City Learning (IICL) is one of the University of Wales Trinity Saint David 's four Institutes with campuses in Birmingham and London.

The IICL has multiple intakes per annum, delivers continuous learning, teaching and recruitment cycles and operates in an intensely competitive inner-city and multicultural HE environment. The Institute currently has approx. 4,000 non-residential students on Certificates of Higher Education, Honours degrees, Masters and Doctoral programmes, some of which are also taught at weekends.

MAIN PURPOSE OF JOB

The post holder will be a member of the Admissions team and will be responsible for ensuring effective and timely service in the recruitment and admission of home applicants, in compliance with policies of the University and other relevant regulatory bodies.

The post holder will work closely across all relevant functional areas of London Campus and Birmingham Campus (LC/BC) and Wales delivery locations in providing an effective and timely service in the recruitment and admission of applicants from Home/EU countries. The post holder will be required to work with relevant colleagues in Wales and at other UWTSD campuses as required.

The postholder will also liaise with external agencies as required and will need to spend some blocks of between 3 and 10 working days in Wales at key points in the admissions cycle. The post holder will be required to liaise regularly with a range of colleagues including the Student Services teams and the Campus Operations Managers and the Dean in LC/BC to ensure smooth implementation of the admissions processes.

The post holder will also be required to disseminate information to senior managers and staff relating to applications and applicants. The ability to travel independently is a prerequisite of this post.

The role holder must assist in ensuring full compliance with the University and UKVI requirements as well as those of any other relevant bodies. The role also requires the post holder to be able to work independently and use initiative with the self-motivation to meet deadlines.

MAIN DUTIES

The role includes, but is not restricted to, the following:

- Communicating and liaising with external recruitment service providers
- Assisting in providing appropriate information and data to facilitate communication with external bodies such as, but not restricted to, the UKVI and the Student Loans Company (SLC)

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- Providing relevant course and programme information to support applications for external funding if required
- Producing relevant reports, as and when required
- Working with the Registry department in all matters related to admissions as required
- Offering training and guidance individually and as part of a team to agents and other recruitment service providers
- Reporting changes in student circumstances and ensuring compliance with any other sponsorship duties
- Screening and processing applications received through agencies and/or direct applicants based on the University requirements
- Producing conditional / unconditional offer letters and communicating to relevant parties as appropriate
- Coordinating and organising interviews of applicants
- Recording and updating relevant data on the University's and/or externally provided appropriate management systems, up to the point of registration
- Working with the marketing team in coordinating and delivering recruitment activities, including dealing with student recruitment agencies, planning promotional initiatives, visiting schools, colleges and careers conventions and exhibitions, as appropriate, to recruit students
- Monitoring performance of agents and other recruitment service providers and reporting to senior managers, as required
- Any other duties as commensurate with the level of the role

GENERAL DUTIES

- Fulfill all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications	1. Good level of general education	8. A degree level qualification or equivalent
Experience, Knowledge, Skills and Competencies	2. Previous administrative experience in a fast-paced environment 3. Good interpersonal and communication skills with the ability to communicate effectively at all levels 4. Evidence of paying attention to detail 5. Ability to meet tight deadlines and plan workload 6. IT literacy, with knowledge of Microsoft Office packages, and the ability to learn new packages 7. Ability to work as part of a team	9. Experience of working with recruitment agencies 10. Recent experience of working with Home and international applicants/students 11. Current knowledge of SLC and UKVI working regulations