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**Job Description**

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| **Job title:** | **Admissions Officer (Progression) (0.6FTE)**  |
| **Department/School:** | **SRAO** |
| **Grade:** | **6** |
| **Location:** | **This post will be based at the Claverton Down campus, Bath and any other location of service run by the University of Bath** |

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| **Job purpose** |
| You will support our Admissions Manager (Progression) in delivering the University’s ambitious widening participation agenda in Admissions. You will work to ensure that all admissions decisions and matters are handled with an awareness and sensitivity to the widening participation agenda, and that progress towards Access Agreement targets is prioritised. You will be part of the management and support team within UG Admissions, working with other UG Admissions Officers and Managers to ensure the smooth running of our admissions process. You will be an important point of contact for both academic and professional colleagues across the University and, within the department, your role will provide an important link between the Admissions Selectors and the Admissions Manager (Progression). You will develop and deliver initiatives to support applicants from target under-represented groups in their progression to Bath. You will be responsible for recommending decisions on applications from target under-represented groups and will use the University’s contextual data strategy effectively to assist your assessment. Key under-represented groups include applicants and students who have backgrounds with significant social, economic or academic deprivation and other groups outlined in the University’s Access Agreement, as well as additional groups such as mature students and those returning to study following a significant break. You will also recommend decisions on applications from students with mitigating circumstances affecting their academic progression and support the Admissions Manager (Progression) in implementing this process in a consistent, sensitive and confidential manner. You will advise staff involved in Admissions on vocational qualifications and assist the Admissions Manager in the research, assessment and publication of entry requirements for vocational qualifications. You will act as an advocate for less traditional qualifications and routes to higher education, and will co-ordinate and play a significant role in the interview process for applicants progressing to Bath from less traditional backgrounds. You will take a lead on dealing with enquiries to the University from applicants from any of the above-mentioned groups. This will involve providing complex advice and guidance and corresponding with applicants in vulnerable or contentious situations in a sensitive and professional manner. You will be responsible for a programme of information, advice and guidance about progression to Bath for regional Further Education colleges and you will support the work of the Student Recruitment Team and Widening Participation Office in providing admissions guidance at outreach events. You will deliver presentations to various different internal and external audiences. You will act as a contact between Admissions and various other departments, such as Student Recruitment, Widening Participation and Student Services. You will work closely with the Disability Advice Team to ensure that there is effective collaboration over our support for applicants and students with a disability or health condition. You will work with members of the above teams and contacts in faculties, such as the Student Experience Officers, to ensure a smooth transition to University for applicants from our target under-represented groups. As a key representative of the UG Admissions Team on Widening Participation matters, you will also work with a range of external stakeholders, including applicants and their parents/advisors, UCAS, SPA and staff at other HEIs. |

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| **Source and nature of management provided**  |
| Line management is provided by the Admissions Manager (Progression).  |

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| **Staff management responsibility** |
| You will not directly manage staff but may give work directions to Admissions Selectors and Student Recruitment Team administrators from time-to-time.  |

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| **Special conditions**  |
| Willingness to travel externally is required. A small amount of evening and weekend work is necessary for which time in lieu is provided. Time-off during the second half of August is limited due to the responsibility of the UG Admissions Team for Confirmation. |

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| **Main duties and responsibilities**  |
| You will be expected to:  |
| **1** | Design, plan and deliver new initiatives to encourage students from target under-represented groups to apply to Bath, and support their application conversion and progression.  |
| **2** | Recommend decisions on undergraduate applications from target under-represented groups during the selection process, working with the student record system and related reporting tools as appropriate. You will have a good understanding of the use of contextual data as part of the admissions process and its relationship to widening participation performance indicators, and you will use this knowledge to inform your admissions decisions. You will support the Admissions Manager (Progression) in ensuring that all staff involved in admissions decisions have a good understanding of our approach to contextual admissions and will become adept at communicating our approach both internally and externally.  |
| **3** | Provide advice and guidance on the consideration of mitigating circumstances affecting undergraduate applicants and recommend decisions for affected applicants. Ensure that guidance and processes are adhered to by Admissions Selectors and Tutors and that confidential information is handled appropriately. Take responsibility for responding to telephone and e-mail enquiries from applicants and their advisers that are related to mitigating circumstances. Liaise with and defer to the Admissions Manager (Progression) for guidance in more complex cases.  |
| **4** | Develop expert knowledge of Level 3 vocational qualifications and Access to HE Diploma courses. Ensure that staff involved in admissions have relevant information on their content, structure, assessment strategies and grading systems and support the Admissions Manager (Progression) in acting as advocate for less traditional qualification routes. Take responsibility for ensuring that the University’s entry requirements for such qualifications are routinely updated and published accurately and effectively.  |
| **5** | Organise and conduct interviews alongside Admissions Tutors for applicants to the University who have progressed from a less traditional route. Liaise with Admissions Tutors, faculty-based Administrators and Admissions Selectors to ensure that that interview process for all applicants is smooth and effective. Assist the Admissions Manager (Progression) in supporting departments to reach interview decisions that are fair, equitable and appropriate. Assist with the update and development of resources for the interview process.  |
| **6** | Deliver information, advice and guidance via presentations and workshops to students in local Further Education colleges, ensuring that progression routes to Bath are well understood and promoted, and that feeder institutions have a point of reference for advice and guidance on the preparation of strong applications for Bath’s provision. Assist the Admissions Manager (Progression) in delivering any other relevant presentations and workshops to both internal and external audiences.  |
| **7** | Manage enquiries from target applicants and their advisers effectively and support Admissions Selectors in responding to individual enquiries. Ensure that all enquires are handled in a timely, thorough and helpful manner and develop expertise in responding to enquiries that are either sensitive, confrontational or complex in nature. Update and co-ordinate the delivery of relevant mass communications to applicants and ensure that these are aligned in approach and style with other mass communications managed by the UG Admissions Team. |
| **8** | Support the Admissions Manager (Progression) in liaising with colleagues across the University in related departments, such as Widening Participation (WP), Student Recruitment (SR) and Student Services (SS). Ensure that effective communication is maintained with other related departments, and help to improve the University’s collaborative life-cycle approach to widening participation via contribution to activities such as the Transition and Success Group. Support the WP team in their delivery of long-term intensive schemes and support colleagues in WP, SR and SS with the development and implementation of transition events for students from target groups. Ensure the effective and appropriate sharing of applicant information between Admissions and SS, particularly the Disability Advice Team.  |
| **9** | Plan, deliver and evaluate admissions-related outreach and recruitment activities aimed at target under-represented groups, integrating with the programmes of work undertaken by the Widening Participation and Student Recruitment Teams.  |
| **10** | Specify, design and produce statistical and written reports for colleagues in relation to admissions progression initiatives and use exiting reports to support institutional evaluation of widening participation activity.  |
| **11** | Undertake other duties and responsibilities commensurate with the grade of the post as required by the Director of Admissions and Outreach or the Head of UG Admissions from time-to-time. |
| You will occasionally be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.  |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A first degree or equivalent professional experience | 🗸 |  |
| **Experience/Knowledge** |  |  |
| Knowledge of current issues within higher education, especially those concerned with access and widening participation | 🗸 |  |
| Experience of working in an admissions environment or on projects connected with access, participation, student recruitment or student support |  | 🗸 |
| Detailed knowledge of Level 3 qualifications with particular reference to vocational provision and Access courses |  | 🗸 |
| An understanding of school and college education frameworks in the UK | 🗸 |  |
| Experience of working with young people |  | 🗸 |
| Experience of working collaboratively in a team | 🗸 |  |
| **Skills** |  |  |
| Excellent interpersonal skills with the ability to communicate effectively and sympathetically with staff, students and members of the public.  | 🗸 |  |
| Strong team working skills: Able to be helpful and supportive of other team members and work cohesively with colleagues from other teams across the University. Able to listen and take advice from colleagues. | 🗸 |  |
| Strong IT, database and reporting skills, including a high level of accuracy and attention to detail | 🗸 |  |
| Strong planning & organisational skills: well organised and able to plan work effectively. Accurate keeper of records. | 🗸 |  |
| Effective presentation skills | 🗸 |  |
| **Attributes** |  |  |
| Strong customer focus: Commitment to high quality customer service and continuous improvement of the customer’s experience.  | 🗸 |  |
| Able to prioritise objectives and work tasks and meet objectives and deadlines. | 🗸 |  |
| Ability to take initiative and work proactively. |  |  |
| Flexible: Able to work in an environment where change is a constant feature. | 🗸 |  |
| Readiness to travel as required. | 🗸 |  |
| Responsive to problems and complaints | 🗸 |  |