**logo-uob-resize[1]**

**Job Description**

|  |  |
| --- | --- |
| **Job title:** | **PGT Admissions Selector** |
| **Department/School:** | **PGT Student Recruitment and Admissions** |
| **Grade:** | **5** |
| **Location:** | **University of Bath premises** |

|  |
| --- |
| **Job purpose** |
| As a member of the Postgraduate Taught (PGT) Admissions Selection Team, you will take responsibility for managing selection for a specific portfolio of courses across the year to achieve the University’s aims of admitting the most able and motivated students while providing a professional and efficient experience for applicants. Working to criteria developed with Directors of Study, you will assess PGT applications and on a day-to-day basis independently make and apply offers or unsuccessful decisions for these applicants in a fair, consistent and transparent way. You will also be responsible for checking decisions made by other members of the team and for assessing the fee status of applicants.  The post holder will liaise with prospective postgraduate students and their representatives, members of academic staff, professional services and external agencies providing advice and guidance in a helpful and professional manner.  You will also be involved in representing the Admissions Team and the University as part of student recruitment activities, including occasional attendance at recruitment fairs.  The post holder must be able to work to tight deadlines on his/her own initiative, and to learn new systems and procedures rapidly.  In making selection and fee decisions you will need to interpret and apply sometimes complex frameworks of criteria and regulations, including changing external requirements. You will also need to consider the wider implications of individual admissions decisions, including monitoring overall offer numbers. You will also need to maintain an understanding of both the PGT application process and relevant qualifications. Due to the impact of incorrect admissions decisions on both students and the University, you will need a very high level of accuracy and attention to detail at all times. This role will allow you to interact with a wide range of people both within and outside the University, so a friendly and professional manner is essential. |

|  |
| --- |
| **Source and nature of management provided** |
| Immediate line management will be provided by one of the PGT Admissions Selection Officers with input from the Head of PGT Admissions and other Admissions Managers. |

|  |
| --- |
| **Staff management responsibility** |
| No direct line management responsibilities. |

|  |
| --- |
| **Special conditions** |
| Occasional weekend work may be required for which time-in-lieu is provided. Some off-campus travel is required from time to time. |

|  |  |
| --- | --- |
| **Main duties and responsibilities** | |
| You will be expected to: | |
| **1** | Manage selection decisions for a specified portfolio of postgraduate taught courses across the admissions cycle, assessing PGT applications against a framework of agreed criteria, liaising with academics in departments to ensure decisions are at all times fair, consistent and transparent and made in accordance with the University Admissions Policy. Manage the application of criteria within the constraints of offer targets set by the Academic Director of PGT Student Recruitment and Admissions and Head of PGT Admissions and notify admissions managers responsible for numbers management of any numbers issues as they arise. |
| **2** | Ensure admissions considerations and decisions are accurately recorded through University Student Record System (SAMIS). Check the accuracy and validity of decisions made by other members of the PGT Admissions Selection Team. Assess the validity of qualification documents provided by applicants and ensure all appropriate qualifications are correctly recorded for all accepted students. |
| **3** | Work closely with academics and Directors of Study to develop admissions criteria collaboratively, and through advising on qualifications and admissions practices, reach decisions on more complex applications. Ensure all relevant stakeholders are kept up-to-date with the progress of applications and any emerging trends or issues. This includes supporting administrative and academic colleagues in Faculties to ensure the processing of selection decisions and recruitment activities and/or interviews are aligned and working smoothly. |
| **4** | Ensure that application and deposit payments (where applicable) are collected and recorded appropriately and securely, liaising with credit control as appropriate. |
| **5** | Contribute as necessary to document checking sessions as part of student enrolment. |
| **6** | Working within the complex framework of university fee regulations, assess and check fee status decisions for PGT applicants, ensuring all appropriate evidence is collected and collated. |
| **7** | Conduct individual research on qualifications and entry requirements at competitor institutions to inform admissions practices and requirements. |
| **8** | Contribute ideas and expertise to PGT projects so that tools can be developed to support the admissions process. |
| **9** | Maintain clear, consistent, thorough and accurate internal records of admissions criteria for your portfolio of courses and ensure that externally published requirements are accurate and up to date across the University’s website, search tools and related systems. Be aware throughout of the implications of the Data Protection and Freedom of Information Acts on the processing and retention of data. |
| **10** | Ensure the University’s policies and procedures are observed when handling applications from students with criminal convictions and when handling suspected fraudulent applications and signpost these applications to the relevant admissions specialist as appropriate. Ensure all admissions decisions are consistent with UK Visas & Immigration (UKVI) compliance. |
| **11** | Support recruitment activities run by the PGT Recruitment Team or the Faculty Marketing Teams, including occasional attendance at recruitment fairs as a representative of the University and participation in course webinars. |
| **12** | Provide support to other colleagues in the selection team, including 1:1 training and supervision for new staff as required. Proactively manage your workload, balancing your own selection and enquiry demands with 2nd checking responsibilities for the team. |
| **13** | Conduct 1:1 sessions with applicants and students applying for Disclosure and Barring Service (DBS) checks for their studies at the University and provide appropriate guidance on completing their application. Ensure DBS checks through the PGT Admissions Team are accurate and compliant with the relevant rules and that student payments are appropriately handled and managed. |
| **14** | From time to time undertake other duties and responsibilities as requested by the Academic Director of PGT Student Recruitment and Admissions, Head of PGT Admissions, Admissions Managers or your line manager. |
| You will from time to time 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 | |

**logo-uob-resize[1]**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| A first degree or equivalent professional experience |  | 🗸 |

|  |  |  |
| --- | --- | --- |
| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Significant experience of working in an administrative role | 🗸 |  |
| Experience of working in a customer-focused environment | 🗸 |  |
| Knowledge of current issues within the Higher Education Sector |  | 🗸 |
| Knowledge and experience of other external agencies relating to HE and International Students e.g. UKCISA, UK NARIC etc. |  | 🗸 |
| Knowledge of overseas qualifications and education systems |  | 🗸 |
| Good working knowledge of standard IT packages and databases including web-based management information systems and web authoring | 🗸 |  |
| Good working knowledge of University specific software (including SITS, Business Objects, Moodle, Agresso) |  | 🗸 |

|  |  |  |
| --- | --- | --- |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent written and oral communication skills, with a high level of accuracy and attention to detail | 🗸 |  |
| Excellent interpersonal skills in order to communicate effectively with staff, students and members of the public. Able to give clear instructions and guidance mindful of when English may not be their first language. Ability to develop good working relationships. | 🗸 |  |
| Ability to work with both speed and to a very high degree of accuracy with a high attention to detail. | 🗸 |  |
| Competent, conscientious and motivated with a methodical approach to work | 🗸 |  |
| Ability to be adaptable and flexible and to learn new skills quickly | 🗸 |  |
| Evidence of independent and effective team working | 🗸 |  |
| Experience of maintaining clear and accurate records and analysing/presenting data | 🗸 |  |

|  |
| --- |
| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |