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**Job Description**

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| **Job title:** | Graduate Admissions Manager |
| **Department/School:** | **SRAO** |
| **Grade:** | **7** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| The post-holder will contribute to the leadership of the Student Recruitment and Admissions Office (SRAO) with particular responsibility for the oversight of postgraduate applications. The promotion and implementation of new policies and procedures in response to legislative requirements and external or University initiatives will also be a key function of this role. S/he will work closely with academic staff across the University and will be expected to develop and substantially enhance existing frameworks for updating academic departments and Graduate Schools on admissions matters. The post-holder will also manage the team’s extensive working relationships with the International Office, Computing Services, Student Finance Office, Student Services and the Legal and Compliance teams. Close liaison with Faculty Marketing teams will be required and contact with applicants and agents is anticipated.The primary focus of recruitment-oriented activity will be to underpin the University’s strategy to grow student numbers – both at doctoral and masters levels. Working alongside the Head of Graduate Admissions and the Admissions Manager (Graduate Business Systems Development) the post-holder will play a lead role in the development, and implementation of the new PG paperless system. This varied role requires the exercise of independent judgement and initiative, strong administrative and technical skills as well as excellent interpersonal skills.  |

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| **Source and nature of management provided**  |
| Head of Graduate Admissions |

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| **Staff management responsibility** |
| No direct line management at present however the post-holder may give work directions to other members of the Postgraduate Admissions Teams. |

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| **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. |

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| **Main duties and responsibilities**  |
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| **1** | Manage and monitor graduate application processing to ensure maximum efficiency in speed and quality of decision making. Manage and direct graduate admissions projects to maximise business efficiency and maintain competitive advantage. Liaise closely with the Head of Graduate Admissions and the Admissions Manager (Planning and Management Information) regarding target management and the Graduate School Managers about any workflow matters. |
| **2** | Working with the Head of Graduate Admissions and the Admissions Manager (Graduate Business Systems Development) play a lead role in the development, and implementation of the new PG paperless system. |
| **3** | Manage and monitor admissions compliance relating to postgraduate quality assurance including relevant sections of the Bath Code of Practice, Regulations and Admissions Policy. |
| **4** | Manage the process of assessing fees status for graduate admissions, including the provision of appropriate training to Graduate School staff and advise the Head of Graduate Admissions on fees status appeals. |
| **5** | Lead regular meetings with Graduate School managers and administrators to discuss admissions-related issues. Provide advice and support to Graduate School admissions staff on complex issues relating to admissions processing and funding |
| **6** | Manage and monitor the sign-off of postgraduate research applications, liaising with Graduate Schools, Academics, Student Records and Studentships to ensure maximum efficiency in speed and quality of decision-making. |
| **7** | Review and make recommendations to amend relevant admissions policies, procedures or regulations, informed by national policy developments; support the Head of Graduate Admissions in co-ordinating the University’s response to relevant national consultations. |
| **8** | Liaise with SPA, QAA, OFFA, UK NARIC, UKCISA, UKVI, HESA, and HEFCE as required and in relation to the main duties of the role. Contribute to any consultations from these and related organisations and ensure that the University is aware of current national and international developments affecting undergraduate and postgraduate recruitment and admissions. |
| **9** | Specify, produce and analyse reports relating to graduate applications, and ensure robust reporting on compliance business.  |
| **10** | From time to time undertake other duties and responsibilities as requested by the Head of Graduate Admissions or other senior managers. |
| 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.  |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A first degree or equivalent professional experience | 🗸 |  |
| **Experience/Knowledge** |  |  |
| A thorough professional understanding of graduate admissions including experience of working effectively in an admissions role  | 🗸 |  |
| Experience of undergraduate admissions | 🗸 |  |
| Knowledge of data management legislation and good practice including Freedom of Information and Data Protection Acts | 🗸 |  |
| Knowledge of current issues within higher education, particularly those connected with admissions and fair access | 🗸 |  |
| Knowledge of international qualifications | 🗸 |  |
| Good working knowledge of standard IT packages | 🗸 |  |
| Experience of managing staff | 🗸 |  |
| **Skills** |  |  |
| Excellent interpersonal skills with the ability to communicate effectively and sympathetically with staff, students and members of the public.  | 🗸 |  |
| High level of proficiency in the use of complex databases  |  🗸 |  |
| Information management skills including a high level of accuracy and attention to detail | 🗸 |  |
| Effective presentation and training delivery skills | 🗸 |  |
| **Attributes** |  |  |
| Strong customer focus - Commitment to high quality customer service and continuous improvement of the customer’s experience. Responsive to customers’ requirements problems and complaints.  | 🗸 |  |
| 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 planning & organisational skills - well organised and able to plan work effectively. Accurate keeper of records. | 🗸 |  |
| Able to prioritise objectives and work tasks and met objectives and deadlines and deliver on schedule. | 🗸 |  |
| Able to motivate teams and lead by example | 🗸 |  |
| Able to work effectively under pressure and manage own and others stress effectively. | 🗸 |  |
| Flexible - able to work in an environment where change is a constant feature | 🗸 |  |
| Willing and able to successfully undertake required training | 🗸 |  |