



Job title	Admissions Officer	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Student Recruitment and Admissions	Location	KMC

Purpose of role

The Admissions Officer will undertake decision making on applications for a number of Schools based on agreed entry criteria. The primary functions of the post will be to provide an excellent service to applicants, working closely with participating Schools, with Faculties and with student service centres. The Admissions Officer will determine and process recommendations and decisions on very large numbers of applications and contribute to the development of open and transparent application and admissions processes.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Consider applications for courses within the parameters of the centralised decision making scheme, following agreed procedures and to specified service levels, in order to make decisions on applications. Monitor application numbers to ensure that offer numbers are not exceeded without prior agreement.	50%
2	Liaise and build relationships within the University to ensure the effective and efficient processing of applications and to help ensure appropriate academic input to the recruitment of suitably qualified candidates.	15%
4	Any other duties appropriate to the grade and role of the person appointed such as representing the University in UK based Higher Education fairs, University Open Days and assisting at University wide events such as Graduation and Registration.	15%
5	Work with colleagues to plan and implement procedures and processes for recommendation and decision making on applications for entry	10%
6	Develop specialised knowledge of national and international qualifications to inform decision-making and recommendations.	10%

	The role holder will also participate in the annual confirmation and clearing processes in August and will be expected to help the broader Admissions team when required.	
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Strong interpersonal skills, including ability to influence staff at differing levels of seniority ▪ Ability to handle highly sensitive and confidential information appropriately ▪ High level of oral and written communication skills ▪ Ability to plan own work and deliver to targets while maintaining accuracy ▪ Ability to work collaboratively within a team ▪ Ability to work under minimal supervision ▪ Ability to prioritise workload and manage conflicting deadlines ▪ Good knowledge of MS Office/email/internet 	<ul style="list-style-type: none"> ▪ Awareness and understanding of current issues in relation to admissions to higher education particularly in relation to issues of undergraduate and postgraduate recruitment and fair admissions
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience in a comparable customer service role ▪ Practical and/or theoretical understanding of undergraduate and postgraduate admissions practices and procedures ▪ Some knowledge of national and international qualifications 	<ul style="list-style-type: none"> ▪ Experience within a HE institution
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ A Levels, or equivalent, plus experience of working in customer service ▪ OR considerable relevant experience in a comparable role. 	<ul style="list-style-type: none"> ▪ Degree or equivalent
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Knowledge of relevant legislation including GDPR. 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

