

## Postgraduate and Professional Admissions Manager



**OPPORTUNITY**

Where change  
gets real.



**Reference: 577178**

**Grade: Grade 8**

**Salary: £38,784 - £46,049 Depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

This role will lead on the strategic management and planning of all admissions and conversion aspects of new entrants onto a group of Aston University's programmes (including programmes delivered via partnerships.) This role will ensure that the prospective student journey is customer-focused, efficient and places appropriate emphasis and control of the service speed and accuracy to enable maximising of application generation to enrolment conversions. The manager will be responsible for the line management of 4-6 direct reports.

### Main Duties/Responsibilities

#### Strategy and Performance

- ▶ To plan the effective, accurate and timely management of the admissions and conversion process for offer to enrolment onto the programmes, inclusive of capped programmes, with portfolios allocated accordingly
- ▶ To work with the departmental head to develop and implement service level agreements to co-ordinate a high level of application service
- ▶ Work closely with senior colleagues within Marketing, Recruitment and Communications to identify trends or patterns which affect University-wide targets and forward plan
- ▶ To work closely with Partners, Admissions tutors and professional and academic leads to ensure there is a strong relationship to the allocated School(s)/Partner and programmes

#### Team Leadership

- Line management of an allocated team of admissions officers, and deputize for the Head of Postgraduate Admissions where appropriate
- Encourage the development of all team members through training and sharing best practice on specialist admissions related information
- Working flexibly as part of a coordinated Admissions Team, providing cover to other admissions and recruitment functions and work collaboratively with other cross university departments

#### Service Quality and Delivery

- ▶ To review, develop and support the programme of School/Partner recruitment events and publicity material to meet University conversion targets
- ▶ To attend meetings with link School/Partner staff to provide updates on applications, offers and other admissions related data
- ▶ To collaborate with colleagues in home and international marketing in the development of digital and social media content and communications which is School specific, to support with recruitment and conversion targets
- ▶ Ensuring that all processes and systems are responsive to the needs to students, Aston University Schools/Partners and any other partner organisations including new courses on University systems

## **Application Process Management**

- To identify applications requiring special consideration, including those from international students and students who may require additional support or specialist services
- To make conditional, unconditional or reject offers in line with entry requirements for a specific School/Partner and to deal with where appropriate, more complex queries related to link school and Head of Postgraduate Admissions
- To work with the departmental head to develop and implement systems for managing applications and admissions processes which would take into account any new legislation and University policies
- To manage the maintenance of the University admissions inboxes and ongoing communications for the allocated portfolio
- To contribute to the production of management reports focusing on data analysis in connections to application and conversion statistics

## **Financial Management**

- Supporting admissions team and process plans and budgets / process limits
- Ensuring appropriate processing and delivery issues are flagged in good time to enable financial support and planning to be embedded
- Co-developing KPIs and lead indicators to underpin recruitment performance from core home and international markets

## **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
- ▶ To undertake other duties as appropriate to grade, including occasional evening and weekend work internally and externally

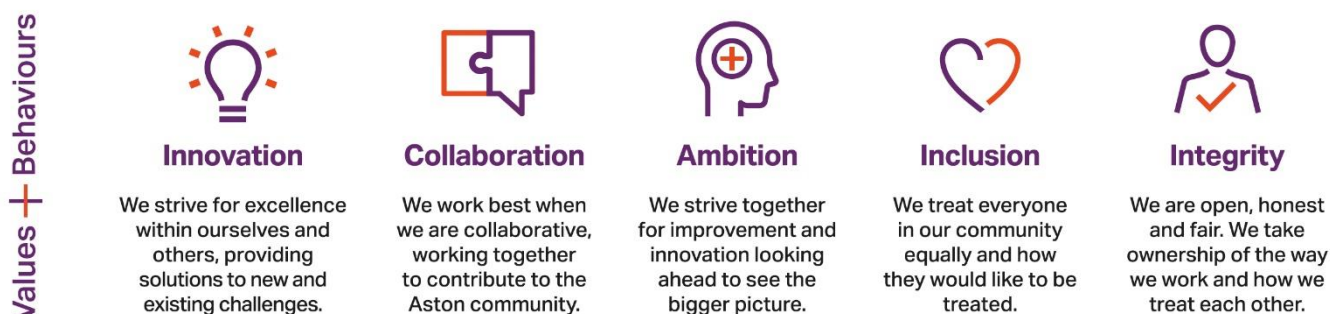
## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ An honours degree or equivalent qualification</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of working in higher education admissions</li> <li>▶ Experience of managing staff</li> <li>▶ Provision of reporting, analysis, and insights to drive performance to target</li> <li>▶ Significant experience of the higher education application, admissions and enrolment journey and all associated processes</li> <li>▶ Experience of implementing new processes or process refinement</li> <li>▶ Proven experience of meeting targets</li> <li>▶ Experience of working with senior managers and stakeholders in complex organisations</li> </ul>	Application form, interview, and presentation
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Demonstrate a high level of solution led problem solving, willingness to drive change and a positive attitude towards implementing new processes</li> <li>▶ A can-do attitude with a flexible approach to working with others</li> <li>▶ An awareness of and a strong drive to support the University's strategy Interview and presentation</li> <li>▶ Proven project management and track record of meeting recruitment/conversion targets in an educational setting</li> </ul>	Application form, interview, presentation

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Excellent interpersonal, teamwork, network and influencing skills</li> <li>▶ Excellent data analysis and proven track record of reporting impact and measure</li> <li>▶ Ability to plan workloads to ensure that the department is run in the most efficient way possible without sacrificing quality of output</li> <li>▶ High level IT proficiency.</li> <li>▶ Experience of working with university application software (for example SITS)</li> </ul>	

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Mrs Fiona Barron

Job Title: Head of Postgraduate and Professional Admissions

Email: [f.barron@aston.ac.uk](mailto:f.barron@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.



**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

## **Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be



found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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