

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 01 January 2019

Interviews are planned for: 14 January 2019



JOB DESCRIPTION – Job ref REQ02168

Job Title and Grade:	Director of Admissions Grade 10
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£51,630-£58,090 per annum
Department/Section:	Communications and External Relations
Responsible to:	Director of Communications and External Relations
Responsible for:	Head of Undergraduate Admissions Head of Graduate Admissions Business Analyst (Admissions)

Purpose of the job

The Director of Admissions plays a central role in leading the University's UG and PG admissions activity. Working closely with senior members of University staff, the Director of Admissions will be responsible for ensuring that our admissions service supports the University in recruiting students most able to benefit from an Essex Education. This includes responsibility for operating fair and open admission processes; ensuring that we deliver admissions services that support and maximise conversion; ensuring that we meet all legal/compliance requirements; ensuring that our qualifications and entry requirements are kept up-to-date and fully documented; and that our admissions policies support these priorities.

This post will involve personal responsibility for continued development and leadership of UG and PG admissions teams, and include extensive liaison with academic colleagues in all areas relating to admission and compliance. The post holder will also provide strategic input and leadership of these areas for the University.

The post holder will also be expected to play a central role in raising the profile and understanding of admissions and compliance issues across the University and, helping to ensure that academic departments are engaged in these areas (as required). It will also involve direct support and engagement with University's communications and marketing teams, including leading content on admissions work in all recruitment materials/activities.

Key objectives

The main focus of the post is ensuring that our admissions activities directly support the University's Strategic Plan, including student number growth and improving our League table position. Alongside leading the teams, priorities also include supporting process reviews (with a specific focus on enhancing turnaround times and improving customer service); working with colleagues across the University to ensure we meet our Tier 4 (and other) compliance requirements; and leading work reviewing the equivalence of UK qualifications, and UK qualification reforms upon our admissions policies.

Key responsibilities and duties

The main duties of the post are:



1. Playing a full role in leadership of the CER Directorate, and specifically supporting the Director of CER and other University senior leaders in areas relating to admissions both internally and externally.
2. Lead the University's UG and PG admissions teams, including overall responsibility for the associated budgets.
3. Provide strategic direction for all admission activity, specifically by ensuring regular review and development of all admissions policy, including engaging with national and international debate and discussion on admissions issues, and providing responses to Government (and other) consultations in these areas (as required).
4. Ensure effective delivery of admissions business processes, with a particular emphasis on reviewing systems and processes to provide quicker turnaround times.
5. Ensure a high standard of applicant experience, including ensuring that we follow sector best practice, where relevant.
6. Ensure the admission of Tier 4 students is compliant with Home Office guidelines; keeping up to speed with all changes in this area; regularly liaising with relevant colleagues across the University to support our Tier 4 activity.
7. Advise the University/University Steering Group on all admissions issues, including student number planning, admissions policy decision making, matters relating to admissions compliance and the University's admissions strategy.
8. Provide accurate, timely and relevant data and reports to support and advise in the areas outlined above.
9. Provide strategic direction to all admissions-related elements of the University's relationship with its external partners (i.e. Kaplan) ensuring service levels are met and practice is embedded across admissions.
10. Ensure that the University's brand is fully represented across our admissions activity including embedding understanding of applicants as members of the University from the first point of contact.
11. Provide dynamic and effective leadership to the admissions teams, ensuring that their activities are co-ordinated and consistent with the University's wider strategies and plans and are targeted at contributing to delivery of the University's Strategic Plan.
12. Work proactively in partnership with academic departments and sections in professional services to lead and review admissions policy.
13. Develop and optimise research, applications and relationship management systems (CRM) to ensure our admissions systems and processes are measurable and effective, and support conversion throughout.
14. Work closely with the Director of Marketing and Student Recruitment, and more widely with UK-based and overseas-based recruitment teams, marketing staff, alumni and communications teams to achieve growth targets.
15. Represent the University at a national and international level.

16. Any other duties that may be assigned from time to time by the Director of CER or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

December 2018

PERSON SPECIFICATION

JOB TITLE: Director of Admissions	POST REF: REQ02168
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Qualifications/Training	Essential	Desirable
▪ A degree or equivalent	x	
▪ Postgraduate qualification in relevant discipline		x

Experience/Knowledge	Essential	Desirable
▪ Successful experience of building productive relationships	x	
▪ Demonstrable experience of strategic planning and integrating work plans into a wider organisational context.	x	
▪ Demonstrable experience of managing and leading teams effectively, including managing change and continuous improvement; process review and growth.	x	
▪ Experience of partnership working and relationship building internally and externally, including effective experience of networking and successfully building contacts.	x	
▪ Experience of managing budgets effectively, financial reporting systems and managing external consultants and contractors.	x	
▪ Demonstrable knowledge of HE admissions systems and processes and an understanding of how they impact on wider University activity.	x	
▪ Experience of overseeing development of system and process change, including managing internal/external consultants and contractors (ideally relating to IT systems/reporting).		x
▪ Experience of working in the Higher Education Sector and/or proven understanding of HE in the UK.		x

Skills/Abilities	Essential	Desirable
▪ Excellent organisational, communications and interpersonal skills.	x	
▪ Proven ability to network at the highest level and successfully build contacts and highly productive relationships – internally and/or externally.	x	
▪ Ability to write clear and concise reports and board papers.	x	
▪ Ability to analyse and interpret complex data	x	

Other	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

ADDITIONAL INFORMATION

Communications and External Relations

You can find more information about the department at the following link:
<https://www.essex.ac.uk/information/professional-services>

General information

Informal enquiries may be made to Vanessa Potter, Director CER (telephone: 01206 874096 e-mail: vpotter@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoe-park-day-nursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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