

PERSON SPECIFICATION
Admissions Officer (Undergraduate Admissions)
Vacancy Ref: N497

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Educated to degree level or equivalent professional qualifications or experience.	Essential	Application Form
Experience of working with admissions within the HE sector.	Essential	Application Form/ Supporting Statements/Interview
Excellent partnering skills to establish and maintain key relationships with admissions staff in academic departments.	Essential	Supporting Statements/ Interview
Advanced IT skills including the use of Microsoft Office, in particular Excel. Experience in database input and interrogation/reporting.	Essential	Supporting Statements/ Interview
Project management and organisation experience, presentation skills and the ability to deliver training on a one-to-one or group basis.	Essential	Supporting Statements/ Interview
Excellent written communication skills, including report writing and complex communications for a wide range of audiences (internal and external to the university) with a high degree of accuracy and attention to detail.	Essential	Application Form/ Supporting Statements/ Interview
Able to work effectively as an individual and as part of a team with a flexible approach to work	Essential	Supporting Statements/Interview
Excellent verbal communication skills and the ability to interact with UK and international applicants, their advisers, academic and administrative colleagues both face-to-face and on the phone.	Essential	Interview
International experience (education, work or extended travel) and/or language skills.	Desirable	Application Form/ Supporting Statements/Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.