

JOB DESCRIPTION
Admissions Officer (Data and Projects)
Vacancy Ref: N1750

Job Title:	Admissions Officer (Data and Projects)	Present Grade: 6
Department/College:	Admissions and Outreach, Recruitment, Admissions and International Development (RAID)	
Directly responsible to:	Admissions Manager	
Supervisory responsibility for:	N/A	
Other contacts		
Internal: Admissions and Outreach, Global Recruitment, Marketing and Communications teams; Faculty and Departmental recruitment and admissions staff; Planning Office; Student Based Services; Information Systems Services (CIS) teams		
External: Undergraduate applicants; UCAS; international education agents; school and college teachers; UK and international educational organisations and awarding bodies; parents and other advisers; external agencies, suppliers and providers, other institutions and organisations as appropriate.		
The Role The Admissions Officer (Data and Projects) is an important role that will play a key part in the development and management of admissions data and processes. The post holder will take an active role in maintaining and developing management information, with high attention to detail ensuring the highest level of data quality for reporting purposes including timely responses to relevant FOI requests. The post holder will also undertake a key role in the implementation, configuration and support of all activities within a range of admissions projects, working closely with key stakeholders to achieve agreed objectives. This will include identifying, mapping, analysing and improving business processes related to admissions activities.		
Major duties:		
1.	Plan and implement the annual delivery of admissions management information to meet internal reporting requirements, including data for regular monitoring by academic departments and university committees.	
2.	Manage all relevant admissions related management information requests, including providing regular statistical reports for use across the institution, including commentary as appropriate and providing timely responses to admissions related FOI requests	
3.	Responsible for the project management of admissions related projects, working with key stakeholders to deliver discrete areas of research and analysis for projects as required	
4.	Provide relevant support to technical projects including the organisation and undertaking of stakeholder engagement, user acceptance testing and feedback	
5.	Working closely with the Admissions Manager to identify and development enhancements to existing admissions systems and related business processes	

6. Create and maintain training materials including system user guides and business process documentation
7. Schedule and deliver a suite of training on admissions systems and business processes across all internal stakeholder groups
8. Review and maintain access to admissions systems, including role and permission maintenance
9. Support the wider admissions team with key tasks as required, such as application processing and confirmation, adjustment and clearing
10. Any other duties as may reasonably be required by the Admissions Manager, consistent with the grade of the post