

CANDIDATE PACK

Admissions Officer

Global Recruitment Admissions, Marketing and Communications

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

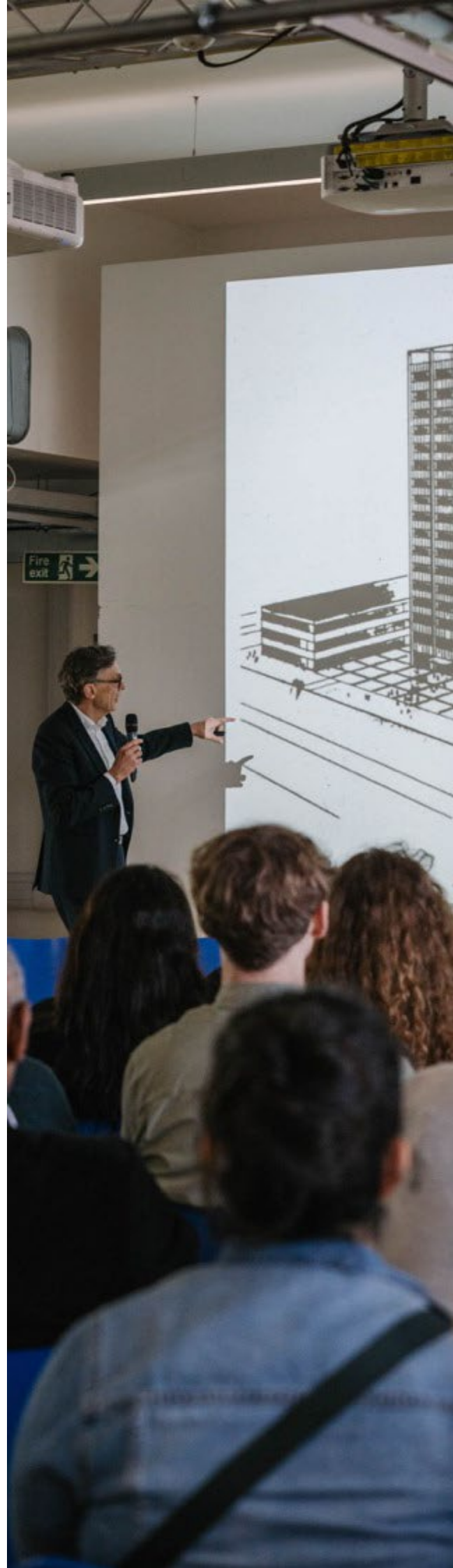
We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Admissions Officer

Reports to: Admissions Manager

Department: Global Recruitment, Admission, Marketing and Communications.

Grade: NG3

ROLE PURPOSE

The main focus will be on the recruitment of undergraduate and postgraduate students for a portfolio of courses. To assess the applications for a number of courses, either undergraduate or postgraduate. This will include the appraisal of applications and making of selection decision within agreed academic criteria. For some courses this may involve working with academic admissions tutors to ensure fair and transparent admissions processes are adhered to.

PRINCIPAL ACCOUNTABILITIES

1. To appraise applications to a portfolio of courses, making selection decisions within agreed academic criteria, admissions regulations and policy with the aim of meeting home and overseas recruitment targets for each and every course.
2. To monitor the achievement of recruitment targets and extract data and information for the courses you are responsible for and to operate closely with academic and administrative colleagues to achieve these targets.
3. To advise applicants on fee payment regulations and procedures and to assess information provided by applicants to make fee assessment decisions to ensure that all incoming students are liable for the correct level of fees according to their status.
4. To ensure the data quality of applicants' records for courses, in particular that the records include all data required for University returns and that the correct data is supplied for applicants requiring a Confirmation of Acceptance to Study (CAS) under UKVI regulations.
5. To utilise positive and effective communications skills to provide a courteous and efficient information and advice service to applicants and potential applicants about the full range of educational opportunities offered by the University and to enhance the conversion of applicants to enrolled students.
6. To maintain and develop specialist knowledge of entry criteria and qualification equivalencies for courses. In conjunction with the Senior Admissions Officer undertake research of home and overseas sources, for example, the Universities and colleges Admissions Service (UCAS) and NARIC (the UK's National Agency responsible for providing information and opinion on vocational, academic and professional qualifications from across the world); ensure that offers made to all applicants are fair and transparent.
7. To ensure that interview and applicant days for courses are organised and delivered to match the expectations of internal and external customers.



8. To communicate information to applicants regarding their application and enrolment and to participate in enrolment events.
9. To contribute to the maintenance of operational standards and identify ways to deliver the continuous improvement of customer service levels within the Admissions Team.
10. To provide specialist support for recruitment events held in the University and externally.
11. Any other responsibilities within the competence of the post holder as may be assigned by the Admissions Manager or Head of Admissions.

CONTENT

The University receives between 45,000 and 55,000 applications per annum across admissions cycles for January and September enrolment. The post-holder will manage the admissions process of between 1500 and 3000 applications to courses through either or both the UCAS and UCAS PG services or via direct applications. Applications must be handled promptly, diplomatically and professionally in conjunction with staff from across the University. Expectations of the level of service provided both internally and externally are high and the importance of successful recruitment to each course to the university as a whole cannot be underestimated. All actions must be taken in accordance with regulations, policy, guidelines and deadlines laid down by the University and by government and external agencies, for example, UCAS.

DIMENSIONS

The Admissions Team is being centralised and will also have to support the application process where it includes interviews, portfolio reviews, auditions etc on campus. Members of the Admissions Team are expected to show a high level of support for their colleagues by sharing joint tasks and managing their own portfolios efficiently and with a high degree of accuracy.

The post-holder will be expected to work thirty-five hours per week, by arrangement with the Admissions Manager. At certain times of the year, it may be necessary to work some overtime and annual leave cannot be sanctioned.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated to bachelor's degree level or significant equivalent skills and experience in Higher Education.

Desirable

- Educated to degree level or equivalent experience

TRAINING AND EXPERIENCE

Essential

- Administrative experience of working as part of a team in an office environment.
- Some experience of administration in Higher or Further Education.
- Experience of implementing policies, procedures, regulations and published guidance

Desirable

- Knowledge of student record systems, particularly Tribal (SITS) or an equivalent student based package.
- Knowledge of the UKVI Regulations for students studying under the student Visa system.
- Knowledge and understanding of UCAS, UCAS PG and University recruitment procedures.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent communication skills both written and verbal, and the ability to develop close working relationships with a wide range of colleagues.
- Adaptability and flexibility to identify and respond to new ways of working and new challenges
- High degree of accuracy in data and information analysis and presentation.
- Attention to detail and the ability to organise in a systematic way a heavy workload, identify priorities, meet deadlines and work well under pressure.
- Good command and confidence in the use of Microsoft office applications.
- The ability to work independently and as part of a team.
- To be able to work in an organised and methodical manner displaying attention to details to manage a heavy workload combined with competing deadlines
- Adaptability and flexibility to identify and respond to new ways of working and new challenges.
- A self-motivated and pro-active attitude.
- An understanding of and commitment to equal opportunities.
- A positive attitude to work.
- To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.
- Fully committed to contributing to a stimulating learning and working environment that is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae.
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 01 December 2024

Interviews will take place on 17 December 2024

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

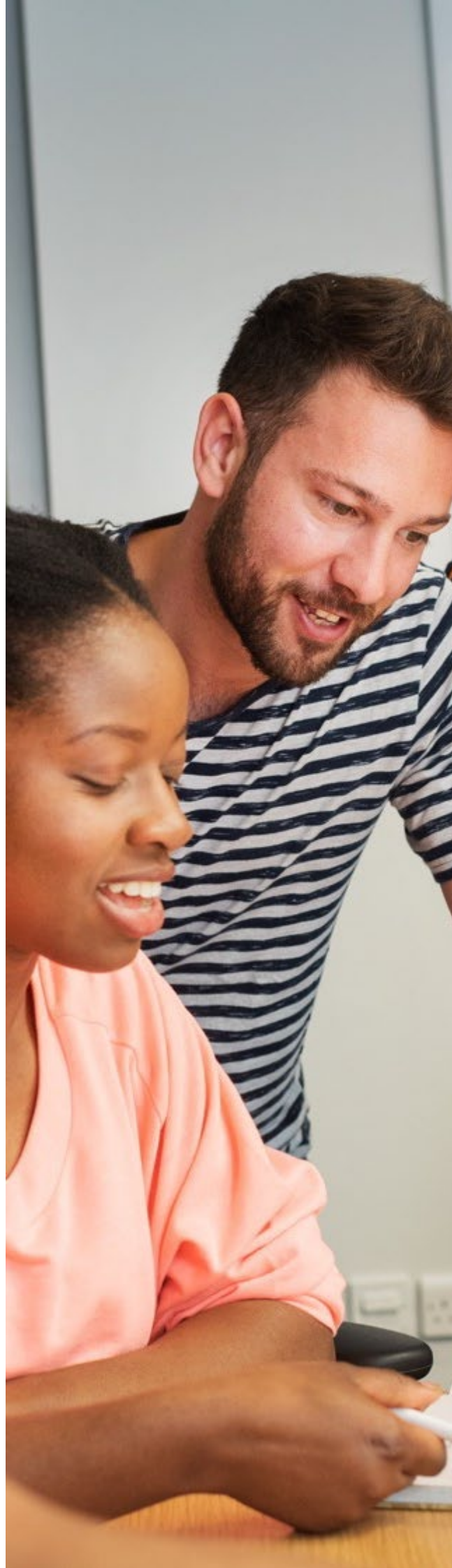
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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