

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder:		Job Title:	HE Recruitment and Admissions Officer
Reports to:	HE Recruitment & Admissions Mgr (HE)	Location:	London
Department:	Degree Programmes	Job Family:	Support

SECTION 2

DEPARTMENT STRUCTURE

TBC

SECTION 3

OVERALL JOB PURPOSE

To provide administrative support on all HE recruitment and admissions activities and processes to achieve agreed student enrolment targets. Support the Recruitment and Admissions Manager in developing recruitment plans, materials and content that supports HE recruitment and admissions.

SIZE/DIMENSIONS

The role has no direct reports.

PRINCIPAL ACTIVITIES / OUTPUT OF JOB

As an employee of The London Institute of Banking & Finance the jobholder will:

- Support the Recruitment and Admissions Manager in the administration of recruitment and outreach events and admissions processes.
- Assist in the development and delivery of external engagements including schools visits, recruitment fairs and Open Days.
- Manage and analyse data from recruitment and admission cycles to support recruitment planning process
- Gain market intelligence and share with wider teams.
- Contribute to the development of new materials, presentations, and events.
- Liaise with Digital learning team to develop new recruitment content

To contribute to the efficient development, management and promotion of HE provision within The London Institute of Banking & Finance by:

- Helping to develop and maintain a good working relationship with staff across a range of departments within The London Institute of Banking & Finance.
- Helping to maintain a good working relationship with partner organisations.
- Contributing to and supporting the development of new initiatives and programme enhancements to extend the provision of HE programmes.
- Undertaking any further reasonable duties as may be required by The London Institute of Banking & Finance.

SKILLS AND KNOWLEDGE

- The post holder will have had some experience working in a University or academic institution.
- Able to create high quality presentations to be delivered to external events.
- Good understanding of University admissions processes
- Strong networking skills to develop relationships with external stakeholders to support with Undergraduate recruitment
- Ability to analyse data and use results effectively

PERSONAL ATTRIBUTES

- Well organised and has good communication skills.
- Ability to work independently and as a member of a team.
- Possess good IT skills, including MS Office.
- Flexibility- willing to travel for recruitment events with occasional evening and Saturday work.
- Evidence of a strong contribution to administration as well as to the general life and work of an academic institution or similar.
- Credibility across a wide range of stakeholders: The London Institute of Banking & Finance and university staff including academics, senior managers within financial services organisations and teachers and tutors in schools and colleges.
- Good management skills and ability to develop and train staff
- Creative thinker to ensure development of new recruitment materials

CONTACTS AND INFLUENCE EXERCISED

- The post holder will attend / be a member of such committees as may be relevant to their administrative duties.
- The post holder will be directly responsible to the Recruitment and Admissions Manager, The London Institute of Banking & Finance.
- Unlimited contact with students, lecturers, and staff.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	X
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	

DEFINITION /CLARITY

This is a new role and as such the job description is subject to change.

ANY ADDITIONAL FEATURES OF NOTE

None.

PERSON SPECIFICATION

Job Title: Recruitment & Admission Officer, HE Programmes
Reports to: HE Recruitment & Admissions Mgr (HE)
Department: HE Programmes

Qualifications, knowledge and professional memberships	<i>Essential / desirable?</i>	
First degree or equivalent qualification or experience	D	
A levels or equivalent qualification	E	
An understanding of the Higher Education admissions processes	D	
Sound knowledge of The London Institute of Banking & Finance strategy, practices, processes, and IT systems	D	
Technical competencies (skills and experience)	<i>Essential / desirable?</i>	
Well organised and has good communication skills.	E	
Ability to work independently and as a member of a team.	E	
Possess good IT skills, including MS Office.	E	
Evidence of a strong contribution to administration as well as to the general life and work of an academic institution or similar.	E	
Credibility across a wide range of stakeholders: The London Institute of Banking & Finance and university staff including academics, senior managers within financial services organisations and teachers and tutors in schools and colleges.	D	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Step
Values		
Listening and Learning	E	2-1
Innovation	E	1
Support	E	1
Transparency	E	1
Collaboration	E	1
Skills and Experience		
Business thinking	E	1
Getting things done to achieve results	E	2
Customer Experience	E	1
Managing quality standards	E	1
Applying judgement and taking decisions	E	1
Managing individuals and teams (line managers only)	N/A	N/A

Signed

Date JOB HOLDER

Signed

Date LINE MANAGER