

## Senior Officer - Admissions and Visa Compliance

### Job Description

#### The Role

<b>Job title:</b>	Senior Officer - Admissions and Visa Compliance
<b>Department:</b>	Admissions & Visa Compliance
<b>Responsible to:</b>	Assistant Registrar – Admissions and Visa Compliance
<b>Location:</b>	Main Campus
<b>Salary:</b>	Grade 7: £32,982 - £39,347 per annum dependent on experience
<b>Term:</b>	Full-time, Permanent
<b>Relationships with:</b>	Admissions and visa support staff, Academic Services, Marketing & Recruitment and academic staff, applicants, other HEIs, statutory bodies.

#### Purpose

- Helping to manage the day-to-day taught postgraduate admissions process, working alongside the Assistant Registrar for Admissions and Visa Compliance and admissions staff to ensure the fast, efficient, and fair selection of applicants.
- Making and checking decisions and providing advice and guidance for the core team.
- Leading on specific functions within the admissions cycle and supporting other team members to ensure the best experience for applicants (from application to arrival). Develop and maintain a good understanding of current UK and international qualifications, and knowledge of UK Visas and Immigration (UKVI) and Student visa processes.

#### Key Responsibilities

- Support management of the day-to-day postgraduate admissions process, working alongside the Assistant Registrar for Admissions and Visa Compliance and admissions staff to ensure the fast, efficient, and fair selection of applicants.
- Make and check decisions and provide advice and guidance for the core team.
- Lead specific functions within the admissions cycle and support other team members to ensure the best experience for applicants (from application to arrival).

- Interpret non-standard applications from UK, and International applicants and make decisions based on standard entry criteria and refer applications to the programme manager for applications to be considered outside of the standard entry criteria including advanced entry applications.
- Support the administration of programmes, scholarships and awards relating to applicants, including the Marshal Papworth, Commonwealth and Chevening Scholarships.
- Contribute to the on-going enhancement of the Admissions procedures and the wider applicant journey.
- Liaise with colleagues including recruitment teams as well as the Visa Support Team(VST) staff where required, and develop strong relationships with academic staff.
- Represent the University on internal and external committees, working groups and networks as appropriate. This may include liaising with UCAS or other bodies as needed.
- Support University events (e.g. Open Days; Offer Holder Days, Clearing) including some evening and weekend work. Attend in person such events and/or co-ordinate the attendance of staff and student representation as appropriate, to provide an approachable, informative and persuasive service.
- Check and verify the fee status classification of applicants.
- Ensure that correct procedures are followed when dealing with fraudulent applications, applicants with criminal convictions and under-age applicants.
- At peak periods and during staff absences, to contribute to other relevant activities such as (but not limited to) the processing of undergraduate applications and administration of student visa matters and on occasion to the wider work of Academic Services.
- Support Admissions colleagues during peak periods, and provide cover during staff absences including deputising for the Assistant Registrar when required.
- Undertake such other reasonable responsibilities and tasks, commensurate with the position, as may be assigned by the Assistant Registrar: Admissions and Visa Compliance.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training.

Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential(E) or Desirable(D)</b>	<b>Measured By</b> A) Application Form B) Interview C) Task
<b>Qualifications:</b>		
Educated to Degree level standard or equivalent substantial experience	E	A
<b>Knowledge, Experience and Skills:</b>		
Current or recent experience of HE admissions, and UKVI regulations for student visas preferably in a Higher Education setting	E	A,B
Knowledge of fee status assessments and classification	E	A,B
Excellent communication and presentation skills, written, verbal and interpersonal at all levels	E	A,B,C
Experience of administrative work in a HE setting handling large volumes	E	A,B
Excellent front of house and customer service skills	E	A,B
Excellent organisation skills and systematic approach to work	E	A,B
Emotional resilience, particularly during busy periods	E	B
Ability to interpret and implement complex regulations	E	A,B
Excellent IT skills – Microsoft Office, especially excel and competence/experience of student databases	E	A,B,C
Strong analytical skills, with the ability to recognise problems, consider wider implications and present supported conclusions	E	A,B
A flexible and adaptable approach to their work	E	B,C
Excellent interpersonal skills with experience of developing strong relationships with a variety of internal and external stakeholders	E	A,B
Drive and ability to work as part of team and on own initiative	E	A,B
Demonstrable interest in continuing professional development	E	A,B
Empathy and the ability to relate to young people	D	A,B
Empathy with the social and cultural contexts of the RAU's work	D	A,B
Experience of working in Higher Education	D	A,B
Awareness of developments in UK and International FE and HE	D	A,B

### Special requirements

There may be a need for occasional work at weekends and evenings.

# Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website ([www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Katerina Emmanouilidou-Assistant Registrar Katerina Emmanouilidou [Katerina.Emmanouilidou@rau.ac.uk](mailto:Katerina.Emmanouilidou@rau.ac.uk)
- **Closing date:** Sunday 3rd March 2024 with **Interviews on:** 15th March 2024.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the**