Student Recruitment Admissions Officer
Hull York Medical School (HYMS)

Closing date: 22 May 2018
Interview date: 11 June 2018
Vacancy reference: 6649
INTRODUCTION

The Student Recruitment and Admissions Team promote Hull York Medical School (HYMS) to prospective students, their agents and advisors and manage the admissions process for undergraduate, postgraduate and intercalated studies applicants. HYMS wishes to recruit the best students, and in an increasingly complex and competitive environment, the ability to deliver an efficient, fair and customer-focused admissions service to candidates is of paramount importance.
Main Purpose of the role.

This role supports HYMS’s strategies for student recruitment and admissions, including supporting admissions decision making, enhancement of the applicant experience, increased diversity and improvement in applicant conversion. This role supports HYMS strategy to recruit from the local communities and widening participation to higher education particularly the study of medicine. This role reports to the Head of Operations and Deputy Chief Operating Officer of HYMS, manages the HYMS Admissions Administrators, Admissions and Widening Participation Support Assistant and has accountabilities in both Universities.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Work closely with the Admissions Tutor/ Programme Directors to define and ensure the application of appropriate selection criteria to identify applicants for offer of admissions, and/or interview with due regard for decision making timetables and offer targets.
- Manage and review HYMS Admissions procedures and processes for MBBS and postgraduate taught courses, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements as identified and implementing agreed change.
- To coordinate and deliver a large-scale and complex interview process for two programmes of study at the School.
- Undertake research and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues in recruitment, selection and progression of students for the HYMS MBBS course and HYMS postgraduate taught programmes.
- Provide detailed advice and guidance on HYMS Admissions processes and procedures to internal and external customers, using judgement to suggest the most appropriate course of action where appropriate.
- Manage the HYMS Student Recruitment and Admission budget, and prepare associated reports and presentations.
- To analyse and interpret market information about study choices at HYMS and elsewhere in order to inform development of recruitment activity.
- Design, implement and further develop systems for recording and analysing admissions and related information for operational purposes and to provide management information reporting, making the most of University supported systems wherever possible.
- To be involved in the development and delivery of the Medical School’s programme of outside visits and representation for student recruitment. Specifically,
  - to represent the Medical School at higher education conventions and exhibitions, university open days, and school and college visits
  - to speak on behalf of the Medical School to a variety of external audiences on a range of topics which may include university choices, selection procedures, specific subject requirements, and the MBBS course at HYMS
  - To plan, organise and deliver conversion activities for HYMS MBBS and postgraduate taught courses.
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications suitable for a variety of audiences.
- To support the development and maintenance of print and web based publications for admissions and recruitment purposes; working with the HYMS Marketing and Communications team.
- To work collaboratively with the HYMS Widening Participation and Outreach Officer, supporting the delivery of the school WP strategy including directly supporting key events.
- To line manage the HYMS Admissions Administrators, Admissions, Recruitment and WP Support Assistants as well as occasional, temporary staff as required during peak periods.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A relevant degree or equivalent qualification and/or experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<td>An understanding of the UK Higher Education system</td>
<td>Essential</td>
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<td>Knowledge of admissions procedures and processes</td>
<td>Essential</td>
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<td>Knowledge of factors affecting applicant choice in a competitive environment</td>
<td>Essential</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to communicate effectively with varied audiences, in reports, publications and presentations</td>
<td>Essential</td>
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<td>IT fluency including skill in setting up and using databases both corporate and ‘in-house’ systems, and the ability to interpret and analyse complex statistical data</td>
<td>Essential</td>
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<td>Ability to provide advice and guidance of a specialist nature to managers, staff, students and visitors, using judgement to suggest the most appropriate course of action where appropriate</td>
<td>Essential</td>
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<td>Ability to manage and review procedures and processes and identify improvements</td>
<td>Essential</td>
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<td>Excellent administrative and organisational skills</td>
<td>Essential</td>
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<td>Ability to supervise a small team</td>
<td>Desirable</td>
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<td>Ability to organise and represent HYMS and the University at external events</td>
<td>Essential</td>
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<td>Ability to work collaboratively across teams to deliver shared objectives.</td>
<td>Essential</td>
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<th>Experience</th>
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<tr>
<td>Experience of working with complex databases</td>
<td>Essential</td>
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<tr>
<td>Experience of admissions procedures and processes</td>
<td>Essential</td>
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<tr>
<td>Experience of supervising a small team</td>
<td>Desirable</td>
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<tr>
<td>Experience of working in a complex, busy office environment</td>
<td>Desirable</td>
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<td>Experience of working under pressure to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Experience of delivering excellent standards of customer service</td>
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<tr>
<td>Experience of organising and participating in events and meetings</td>
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## Personal attributes

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<tr>
<td>Excellent attention to detail</td>
<td>Essential</td>
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<td>Professional, diplomatic and confident in dealing with a wide range of people and situations</td>
<td>Essential</td>
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<td>Willingness to comply with holiday restrictions and to work occasional unsocial hours including weekends at peak times. Willingness to travel to meetings, recruitment and other events.</td>
<td>Essential</td>
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<td>Willingness to develop and maintain internal and external networks to benefit the School and the University</td>
<td>Essential</td>
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Hull York Medical School (HYMS) is a collaboration between the Universities of Hull and York and the NHS. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. Having recently celebrated its 10th anniversary, HYMS is a young medical school which is developing a growing reputation for its teaching and research. The area covered by the HYMS NHS partnership comprises Hull and the East Riding of Yorkshire, York and North Yorkshire, and Northern Lincolnshire, which together have a population of around 1.8 million. 17 NHS organisations make up the HYMS NHS partnership, within which there are over 600 consultants and 900 general practitioners.

HYMS’ innovative curriculum includes an enquiry-based approach to learning and early clinical experience. Our graduates are recognised as being very capable Foundation Doctors, many of whom stay locally and contribute to health care services in the region. For the last two years, HYMS has been in the top 10 for overall student satisfaction in the National Student Survey (2014 and 2015). HYMS also delivers a growing portfolio of postgraduate taught programmes and short courses, including a training programme for Physician Associates.

In the national Research Excellence Framework (REF 2014), over 85% of research across HYMS was assessed as world leading or internationally excellent. HYMS has ambitious plans for research growth in biomedical, applied health and clinical research at the University of Hull, including the establishment of an interdisciplinary Institute for Clinical and Applied Health Research (ICAHR). Similarly in York, HYMS is growing its research in key areas of enquiry, including mental health services research and immunology and infection.

HYMS’ future development is being supported and enabled by a £28m investment in a new Health Campus development at the University of Hull, including the prestigious Allam Medical Building which is under construction and due to open in Autumn 2017.
A place where we can ALL be ourselves #EqualityatYork

THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6649
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 22 May 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Admissions Tutor, Paul Docherty paul.docherty@york.ac.uk or Widening Participation and Outreach Officer, Alexandra Murphy Alexandra.murphy@york.ac.uk

T: 01904 321762

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835