

# PGT Admissions Manager

Work Area	Faculty of Science ( <a href="http://www.strath.ac.uk/science/">www.strath.ac.uk/science/</a> )		
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Staff Category	Administrative and Professional	Reference No	654997
Reports To	Head of International Development and Student Recruitment	Grade	7
Salary Range	£36024 - £44263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	18/10/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking, sports centre, catering.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

As a Leading International Technological University, the University of Strathclyde has significant international reach and ambition with an established reputation for its world class research, knowledge exchange and educational programmes. At the heart of this is the Faculty of Science which is home to almost 4,750 students including 3,374 undergraduates, 877 taught postgraduates and 493 research students.

The Faculty of Science has ambitious plans to raise its profile internationally and to grow and diversify its student population. Central to achieving this is the Faculty's taught postgraduate Admissions and Student Recruitment team processing for all of the Faculty's five academic departments and the science programmes offered at the University of Strathclyde Bahrain. A key driver of this team is to deliver sustained and consistent operational excellence in our admissions processing and conversion activities which support the achievement of the University's strategic KPIs for student recruitment.

Reporting to the Head of International Development and Recruitment, the PGT Admissions Manager will lead the Faculty's Admissions and Student Recruitment team and, in close collaboration with the Faculty's five academic departments and colleagues in the Recruitment and International Office (RIO) and Student Experience and Enhancement Services (SEES), implement strategies to enhance the applicant experience through accelerating admission decision turnaround times and delivering a more structured approach to communications with applicants giving them a strong sense of 'Strathlife' and Science at Strathclyde from the point of application through to becoming a registered student of the University.

To be considered for the role you will be educated to a minimum of degree level or have equivalent relevant professional experience. You will have extensive experience within an admissions environment within Higher Education with strong knowledge of admissions processes at postgraduate levels as well as the ability to lead a team of experienced professionals, delivering effectively on projects and initiatives and delegating tasks to ensure high performance levels are achieved and

maintained. With excellent interpersonal, presentation and written communication skills, you will work collaboratively across and out-with the university and possess an ability to influence decision-makers.

## Job Description

### Main Activities/Responsibilities:

1.	Manage the Faculty PGT Admissions and Student Recruitment team to provide an effective and efficient admissions service in support of the Faculty and University's strategic objectives, working in close collaboration with the Head of International Development and Recruitment, the Faculty Manager and key academic and professional services colleagues in departments.
2.	Manage the work of the team, taking appropriate account of the full range of postgraduate and University of Strathclyde Bahrain admissions activity across the Faculty and responding effectively to both planned or expected and unanticipated peaks in activity. In conjunction with the Admissions and Student Recruitment team, take a 'hands on' approach as required in order to support the Faculty meeting expected turnaround times and agreed targets.
3.	Develop and deliver an effective and structured approach to applicant communications via the Admissions and Student Recruitment team in support of the Faculty's strategic objectives with regards to internationalisation and student recruitment, working in close collaboration with Faculty and University recruitment and marketing colleagues and key staff across departments.
4.	Produce, monitor and evaluate statistical information to support the Admissions and Student Recruitment team's ability to meet targets and enhance performance. Monitor the effectiveness of the business processes within the team in terms of required outputs and outcomes, and implement changes as appropriate within the team's processes to support operational excellence and efficiency.
5.	Monitor, evaluate and report to the Head of International Development and Recruitment and senior colleagues on admissions trends and developments to inform the Faculty's internationalisation and recruitment strategies and identify new business development opportunities.
6.	Establish and maintain effective relationships with key staff across the Faculty's five departments including academic selectors in support of their recruitment efforts.
7.	Provide expert advice and guidance to academic and professional services colleagues in areas of postgraduate taught admissions to influence and shape projects and initiatives.
8.	Lead on the development of staff within the Admissions and Student Recruitment team, motivating and mentoring colleagues to reach their full potential.
9.	Develop and maintain excellent partnership working practices with other areas of the University involved in admissions and student recruitment, in particular Student Experience and Enhancement Services (SEES) and the Recruitment and International Office (RIO), to facilitate effective communications and ensure the smooth operation of collaborative initiatives and projects.
10.	Represent the Faculty in areas relevant to the post holder's portfolio which will involve internal committee and working group meetings and external meetings with key agencies and sponsors and potential strategic partners which may require national and international travel.
11.	Undertake other duties as appropriate to the grade and content of the post, as directed by the Head of International Development and Recruitment, Faculty Manager or Executive Dean of the Faculty of Science.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

EI Qualified to degree level or equivalent relevant professional work experience ideally in an HE environment.

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## Experience

E2 Demonstrable experience of working in an admissions environment within a Higher Education institution with extensive knowledge of undergraduate and postgraduate taught admissions processes and regulations.

E3 Experience and demonstrable track record of delivering on admissions targets.

E4 Experience of effectively managing the work of a team within agreed processes and guidelines, using initiative and judgement to achieve required outcomes and to manage risk

E5 Experience of contributing to working groups and committees in a HE context.

## Job Related Skills and Achievements

E6 Ability to effectively engage with a wide range of internal and external colleagues and to build strong working relationships that support the achievement of objectives and targets.

E7 Proven ability to manage and prioritise workload as well as competing demands from stakeholders.

E8 Excellent IT and organisational skills.

E9 Excellent analytical skills with experience of producing, manipulating and analysing data from a variety of sources to provide meaningful management information in effective formats.

E10 Ability to handle confidential information securely and sensitively.

E11 Strong knowledge of practices, processes and procedures relevant to the role, including a broader sector/professional awareness.

## Personal Attributes

E12 Excellent communication, presentation, interpersonal and influencing skills that support the maintenance of effective working relationships with a wide range of internal and external colleagues, and effective transfer of knowledge to others, and the successful presentation of data and information, both verbally and in written form.

E13 A flexible and responsive approach that supports effective contribution within a fast-paced environment where needs can change and develop rapidly.

E14 An enthusiastic approach that facilitates the contribution of ideas within the work of the team.

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## Application Procedure

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Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Mrs Laura MacAulay, Head of International Development and Recruitment ([laura.macaulay@strath.ac.uk](mailto:laura.macaulay@strath.ac.uk)).

## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Interviews

Formal interviews for this post will be held on 30/10/2024.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024