Appendix A: Allocation for Admissions based role

This role, while being required to work flexibly across a number of areas, will have a proportion of time allocated to working directly with the University’s Admissions service and Head of Admissions. The role will report to the Deputy Head of IR, but will spend approx. 2.5 days a week embedded with the Admissions team.

Analysts in the IR team are responsible for a range of performance reporting, analysis and insight that cover the pre-application, application, entrant and enrolled stages in the student life cycle, wider market trends and policy developments and a range of external benchmarks. Each Team member will be expected to have a working knowledge of the spread of business covered by the IR team alongside which they will ‘major’ in assigned responsibilities related to specific areas and business questions. The attached post will be expected to focus primarily on supporting Recruitment and Admissions teams.

Specific Activities may include but not limited to:

To contribute to the operational evidence-based decision making in the University through detailed manipulation, analysis and evaluation of student applications, admissions and enrolment data (at both undergraduate and postgraduate levels).

- To develop, maintain and publish a diverse range of analyses, reports, dashboards and performance information relating to the admissions and enrolment process, ensuring outputs are relevant and appropriate to the target audience. (This will include volumetric data and trends as well as information such as turnaround times, attendance at visit days and similar.)
- To provide analysis and reporting that, using sector data, allows the university to benchmark our performance and operational efficiency to competitors and the sector in terms of admissions
- To provide information, interpretation and analysis relating to Recruitment strategy and the operations of the admissions cycle to a variety of audiences.
- To undertake modelling and forecasting of predicted student recruitment
- To provide analysis and insight into the size and shape of the student population
- To respond to requests for information, analysis and operational data relating to the admissions cycle from both internal and external stakeholders.
- To produce, as appropriate: committee papers/reports, datasets and automated reporting/modelling tools such as dashboards aimed at admissions staff and other staff members involved in the admissions process
- To provide expert guidance to colleagues within the admissions service responsible for designing and reviewing admissions processes to ensure that current and likely future data and reporting needs are addressed from the outset.
- To contribute to other activities of the Admissions Service, including, for example, in supporting the University’s Confirmation and Clearing hotline, or by assisting visitors to the University’s Open and Visit Days.
- To identify sources of poor quality data (especially that which impacts the standing of the University or the performance of the admissions service) and to provide guidance to the relevant team(s) within the Admissions Services as to how data quality can be maximised. Where appropriate, to work with peers within the Admissions Service to update policies, procedures or training guides to ensure data entry is of the highest quality and evolves according to developing internal or statutory needs.