JOB DESCRIPTION

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| Job Title: | Registry & Admissions Administrator | Approved By: | F.Hamilton |
| Report To: | Student Records Manager  | Date:  | October 2024 |
| Grade: | £25,875 - £27,431 per annum NSUP9-12 | Location: | Fort William, Stornoway or Thurso campus |

PURPOSE

Reporting to the student records manager, the registry and admissions administrator is part of the student records team who provide a professional and high-quality administrative service within the student records team.

Post holders may take a lead on one or more areas of responsibility as required and may have geographical responsibility for students based in their area.

This post plays an important role in ensuring that the college complies with student administration standards. This post will require liaison with colleagues across performance and planning, curriculum, finance, examinations, UHI executive office and others as required.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

* provide a professional and high-quality administrative service within student records;
* support registry and admission officers to ensure accurate data input to our student records systems;
* use UHI reporting tools to produce various statistical reports when required and to support the operations of student records;
* provide advice and support to potential and actual applicants throughout the application and enrolments process;
* provide effective, GDPR compliant filing, archival and retrieval systems for student data;
* Support finance colleagues in resolving unpaid fees and student debtors;
* Provide cover for other members of the student records team as required;
* Any other duties commensurate with the level and responsibility of this post.

GENERAL

* Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
* Contribute to UHI’s climate, biodiversity, and sustainability goals, including net-zero by 2040;
* Ensuring consistency and equality at all times and proactively engaging in the college’s ethos of Excellence for All;
* Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
* Working collaboratively with colleagues to ensure a whole college focus and approach

CONTEXT

* The role requires a high level of proactivity and strong organisational skills as well as an ability to engage with staff at all levels as well as other external bodies
* The post holder will have access to highly confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement

PERSON SPECIFICATION

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| Criteria  | Essential  | Desirable  |
| Qualifications   | * A minimum qualification of SCQF Level 6 in an appropriate area.
 | * HNC in an appropriate area
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|  Experience  | * Previous experience of working in a professional office environment
* Experience of electronic record systems
* Experience of working as part of a team
* Experience of using Microsoft Excel in an office environment
 | * Experience of working in an academic environment
* Experience of using student record systems.
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|  Knowledge & Skills  | * Excellent administrative skills and adaptable to a wide range of computer systems
* High standard of digital literacy and accuracy
* Attention to detail
* Excellent customer service and communication skills
* Good organisation skills
* Evidence of recent CPD activity.
 | * Previous experience using SITS, Student Records and UHI Reporting systems.
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|  Personal Qualities  | * The ability to multitask and prioritise where necessary.
* Enjoys a challenging workload.
* The ability to work in a busy environment.
* Will work well in a geographically dispersed team.
* Good at problem solving.
* Excellent timekeeper
* Positive work attitude
 | * The ability to thrive on change.
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|  Other  | * Be willing to work flexible hours when necessary to meet requirements of the post
* Be willing to travel on College business, between UHI North, West and Hebrides campuses, if required
* Commitment to support the achievement of UHI’s Sustainability Policy and Strategy 2023-30 objectives
 | * Clean driving licence
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KEY TERMS AND CONDITIONS OF EMPLOYMENT

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|  Hours of Work  |  This post is for 35 hours per week but you may be required to work additional hours to meet service requirements.   The normal full-time working week is one of 35 hours.    |
|  Duration   |  This a full-time, permanent post.   |
|  Salary   |  The salary for this post is on Support Scale Point 9-12, (£25,875 - £27,431 per annum) plus Islands Allowance if the successful candidate is posted at Stornoway. |
|  Holidays  | 33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.  |
|  Location  |  The position will be based primarily at our Fort William, Stornoway or Thurso Campus, but you may be required to work in any campus of UHI North, West and Hebrides.   |
|  Pension  |  You will be contractually enrolled into the Local Government Superannuation Scheme.  Further details are available upon appointment.  |
|  References/ Medical Assessment/ PVG Check   |  For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.   |

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

