Administrative Officer (Undergraduate Admissions)
College of Medicine and Veterinary Medicine

1. Job Details
Job title: Administrative Officer
School/Support Department: College Office - Medicine and Veterinary Medicine
Unit (if applicable): MVM Academic Administration
Line manager: CMVM Assistant Secretary (Academic Administration)

2. Job Purpose
The jobholder is responsible for managing all aspects of the admission of students to the MBChB and BSc (Medical Sciences) programmes and for the project management and implementation of MIDAS (Medical School Information Database and Administration System)

3. Main Responsibilities

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<tr>
<th>Approx. % of time</th>
<th>Responsibilities</th>
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<tr>
<td>4%</td>
<td>To review the administrative procedures underpinning the MBChB admissions process ensuring that they are fit for purpose and in line with best practice. Introducing change when required.</td>
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<td>8%</td>
<td>Provision of high level support and advice to the Director of MBChB Admissions and close liaison with senior administrative colleagues within the College in terms of planning and developing procedures and handling applications.</td>
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<td>8%</td>
<td>Provision of management information regarding admission including all applicant and student data</td>
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<tr>
<td>35%</td>
<td>Management of the selection process to the MBChB programme ensuring all applications are processed in accordance with the MBChB admissions policy, liaising with academic colleagues, advising on non-standard applications, identifying candidates for interview, calculating numbers of offers to be made, communication with applicants</td>
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<tr>
<td>6%</td>
<td>To review all the publicity literature etc relating to the MBChB programme with to maximise its usefulness, attractiveness and accessibility to applicants, schools, parents. To liaise with appropriate colleagues to develop and maintain an MBChB Admissions website.</td>
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<td>10%</td>
<td>To organise and review “events” such as applicant visits, open days etc to ensure that the MBChB programme, the College and the University are well presented and the content is user friendly and meets the needs of its audience</td>
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<td>2%</td>
<td>To act as line manager to the clerical staff in the MBChB Admissions section.</td>
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<tr>
<td>4%</td>
<td>To provide advice and support for recruitment and admissions to BSc Medical Sciences programme organisers and to work closely with the BVM&amp;S Admissions office on College-wide admissions policy and procedure.</td>
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<td>25%</td>
<td>Project management and implement of the Medical School Information Database and Administration System (MIDAS). MIDAS holds the golden copy of the MBChB student record, including timetabling information, drawing data from central systems such as DACS and HR and feeding information to EEMeC and the Assessment Engine. MIDAS is of strategic importance in the provision of management information for College and NHS purposes Responsibilities include:</td>
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<td>• liaison with MIS, relevant staff within the College and NHS management,</td>
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<td>• ensuring requirements are fully specified and software is operational and delivers requirements</td>
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<td>• staff are fully trained in the use of the system</td>
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<td>• trouble shooting</td>
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<td>• future developments are identified, planned and implemented</td>
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4. Planning and Organising
The planning for admissions is done up to a year in advance in line with both University and UCAS requirements with detailed planning taking place over a shorter time scale. The jobholder is responsible for planning his/her own workload and that of clerical members of staff with responsibility for the provision of support to the admissions process. It is the responsibility of the jobholder to plan for key events such as open days and applicant visits to the University and Year 1 student induction events. Project management of MIDAS requires considerable planning and organisation, often working to very tight deadlines and persuading and influencing colleagues to meet these deadlines.

5. Problem Solving
The job holder must be aware of problems that are likely to arise and be able to foresee and to avert difficulties. S/he must also be able to respond quickly and constructively to unexpected problems such as late return of applications from selectors, problems with the admissions software or advice to applicants with non-standard qualifications. In a line management capacity the jobholder is responsible for providing support to staff dealing with admission related problems and managing their workload to ensure tight UCAS deadlines are met. The jobholder requires the skills to triage MIDAS problems identifying those that can be dealt with and those which should be referred for specialist input at MIS.

6. Decision Making
- Planning and organisation of own workload and that of clerical staff involved in admissions.
- Whether proposed University-wide changes to admissions operations should be accepted or are not appropriate for the MBChB or BSc Medical Sciences and should be challenged.
- Estimation of offer response rates to meet admissions target numbers.
- Eligibility to apply or academic assessment of applicants or enquirers whose background is non-standard, with the most complex cases referred to Director of MBChB Admissions.
- Distribution of the admissions budget between activities.
- Prioritisation of potential MIDAS developments.

7. Key Contacts/Relationships
- Enquirers, applicants, their parents/guardians and other representatives.
- Representing the College within the University on student recruitment and admissions, international student recruitment, widening participation and admissions IT systems.
- MIS, NHS users.
- Relevant administrative staff at UK and overseas partner institutions.
- Representing the University at Scottish and UK level medicine admissions practitioner groups.

8. Knowledge, Skills and Experience Needed for the Job
- Honours degree level or equivalent.
- Good communication and interpersonal skills enabling effective communication at all levels.
- Good team player with the ability to lead and motivate others.
- Ability to analyse processes and procedures, think creatively, strategically and pragmatically and to implement new ideas effectively.
- Ability to plan work, prioritise, allocate and delegate tasks.
- Ability to effectively manage resources, including staff.
- A minimum of two years substantive administrative experience in a Higher Education environment.
- Experience of developing and implementing new projects and procedures.
- Experience of a client centred environment including direct customer contact.
- Excellent IT skills.

9. Dimensions
Responsible for procedures to ensure the accurate and efficient processing of 3500 applications and the sensitive management of 5000 enquiries and 500 feedback requests per annum.
Provision of advice to Director of MBChB Admissions and 20 MBChB selectors and to 3 members of staff involved in processing and selecting BSc Medical Sciences applications.
Line manager for one member of clerical staff.
Annual budget of £5k.
Administration of MIDAS system holding data on 1500 undergraduate students, 1000 members of teaching staff and training of up to 20 users

10. Job Context and any other relevant information
It should be noted that this post has developed since its inception in 2003 from purely an admission role into a combined post managing both admissions into the MBChB and the MIDAS project

Verification
I agree that this job description conveys an accurate description of this job.