



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Contextual Admissions Lead Officer, Educational Engagement**



**Salary: Grade 7 (£34,304 – £40,927 p.a.)**

**Reference: SESAR1291**

**Fixed-term until 27 January 2023 (cover for temporary absence)**



## **Contextual Admissions Lead Officer Educational Engagement**

To support the University's commitment to widen access for students from all backgrounds, Educational Engagement is looking to appoint an experienced and motivated individual to lead and oversee the development of contextual admissions and fair access at the University of Leeds. The post is an exciting opportunity to build on the success of Access to Leeds (A2L) and further develop conversion and preparation activities for Widening Participation (WP) students.

You will develop use of contextual data in admissions at the University, including continued review of the eligibility criteria for A2L, providing analytical information to inform strategic decision making. As contextual admissions applies to each University faculty, you will lead on relationship building and communications with admissions staff across the institution. You will also work closely with other institutions to ensure the University is fully informed on contextual admissions developments and to raise national profile of A2L.

As the University develops its strategy on preparing WP students for university study, you will oversee development of the A2L academic module.

### **What does the role entail?**

As a Contextual Admissions Lead Officer your main duties will include:

#### **Contextual Admissions Strategy**

- Inform development of long term strategy for contextual admissions, including A2L and Realising Opportunities (RO) alongside general use of contextual data, moving the agenda forward across the University;
- Lead the development of A2L eligibility criteria, ensuring best use of multiple indicators of disadvantage and informing practice in faculty admissions teams;
- Analyse, and report on data to inform contextual admissions strategy, including production of reports for EE Management Team and University groups such as Recruitment & Portfolio Steering Group;
- Contribute to the development of WP admissions policy, working closely with colleagues in Lifelong Learning Centre, faculties and admissions;



## **Line Management**

- Line manage members of contextual admissions team, undertaking staff reviews, setting objectives and ensuring appropriate training and development plans are in place to support skills requirements of team;
- Membership of EE line managers group;

## **University relationship management**

- Manage relationships with faculties and Central Admissions, ensuring consistent implementation of WP admissions policy;
- Lead the agenda for University Contextual Admissions Steering Group;
- Represent contextual admissions at Admissions Operational Management Team and other relevant groups;
- Attend Faculty committees where necessary to inform admissions and marketing colleagues on contextual admissions;

## **Pre-entry academic support**

- Oversee and direct development of A2L module to a long term and sustainable resource model;
- Inform development of pre-entry activity for non-traditional applicants outside of A2L;
- Liaise closely with colleagues in the Plus Programme team to ensure clear progression for WP students from pre-entry activities to on course support;
- Lead relationship with University partners including Lifelong Learning Centre, Skills@Library and faculties to aid development of module content;

## **Contextual Admissions promotion**

- Using strategic understanding and schools relationships, ensure the University maintains and improves its market share of contextual admissions applicants, with increased competition from other universities;
- Lead schools targeting strategy for contextual admissions, developing and using strategic data and liaising closely with EE outreach teams;
- Lead conversion strategy for WP applicants, including use of strategic data and applicant communications;
- Seek opportunities to promote the work of contextual admissions at Leeds at strategic events, ensuring the University is at the forefront of the WP admissions agenda;



## **Administrative Management**

- Manage the annual Contextual Admissions budget, forecasting, monitoring and reporting spend as necessary for all activity including pre-entry transition activities;
- Ensure personal data is protected in contextual admissions process and correct adaptations made where legally required;
- Oversee and direct integration of A2L process into University systems, working closely with the Student Lifecycle programme;
- Oversee development of interim application process while integration with University systems is in progress;

## **General Widening Participation Strategy**

- Contribute to cross-office working groups to ensure Access to Leeds continues to play a crucial role in the Educational Engagement strategy and Access & Participation Plan;
- Work with the Evaluation and Monitoring team to develop and implement evaluation infrastructure for contextual admissions, ensuring impact is accurately recorded and reported.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## **What will you bring to the role?**

### Essential:

- A proven ability to lead a complex area of responsibility working on your own initiative and independently, making strategic decisions which affect you and others;
- At least one year's experience of supervising team members' workloads, motivating staff and promoting and implementing co-operative team practices to ensure team targets are met;
- Detailed knowledge of University admissions processes and University widening participation agenda;
- Able to work collaboratively and co-operatively with colleagues across different teams and departments;





- Proven ability to produce strategic reports, including the analysis of complex data;

#### Desirable:

- Experience of working in widening participation or admissions role.

#### Key Attributes

- Excellent organisational skills demonstrated by a proven ability to prioritise work and successfully manage projects to a high standard;
- Excellent interpersonal skills, able to communicate with a wide range of audiences, including through negotiation;
- The ability to understand and maintain confidentiality, with understanding of data protection legislation.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Richard Kemp, Educational Engagement Manager**

Email: [r.m.kemp@adm.leeds.ac.uk](mailto:r.m.kemp@adm.leeds.ac.uk)

## Additional information

For more information on Access to Leeds please go to: [www.leeds.ac.uk/A2L](http://www.leeds.ac.uk/A2L).

## Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

#### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

