



Head of Admissions and UKVI Compliance

Department:

Division of Marketing, Recruitment & Admissions
Ref: MRA-044/P

Salary:

Salary in the range of £46,047 - £53,353 per annum
(a market supplement may be available for exceptional candidates with relevant skills, qualifications and experience)

*Closing date for applications:

12:00 noon on Wednesday 14 December 2022

Interviews are expected to take place week commencing 9 January 2023.

If you are interested in working at the University of Bolton, please download the detailed job description from the link below **and send a CV and covering letter** to jobs@bolton.ac.uk.

You **MUST** ensure that you tell us exactly how you meet the role requirements set out in the Job Description/Person Specification in your covering letter and why you would like to join our team.

The Job Description/Person Specification can be viewed on our website <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies/> or requested by email : jobs@bolton.ac.uk

Please ensure that you quote the position reference on all documentation submitted.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>.

At the University of Bolton, we are proud to put our students and their needs first - it's what we're all about. We know what it takes to provide a university experience that students love and that prepares them for employment; that's why we've been ranked 1st in the North West for Student Satisfaction for the past 5 years by The Complete University Guide.

Following a period of sustained growth in student applications and enrolments we have embarked on the next step of our development to ensure that our recruitment and admissions activities continue to deliver growth and continuous improvement. Our admissions team is a critical part of this success ensuring that our operations are efficient, effective and compliant but also making sure our applicants have the same exceptional experience of our admissions process as they do when they arrive.

The Head of Admissions and UKVI Compliance is a new role with responsibility for all admissions processes, protocols and systems at the University. You will work closely with the Director of Marketing, Recruitment and Admissions to further develop our admissions strategy and design and deliver suitable operations and projects that align with best practice in the sector and help us achieve our organisational objectives.

You will manage teams of home and international admissions and our frontline customer service team ensuring that there is flexibility and resilience across the teams at all times of year.

With substantial growth in international enrolments, you will have overall responsibility for monitoring our UKVI compliance (including pre-arrival and post-enrolment) advising the Director (as UKVI Authorising Officer) and other senior managers and taking decisive action where necessary to maintain our UKVI licence holder status.

At the University of Bolton, we believe that our strong teamwork ethos has been critical to our success. As a committed team, we support each other, and our pride for doing the best shows in our recent results. To join our happy/motivated team, you must have passion for doing things right and a 'can do' attitude. We like to challenge, and be different for all the right reasons. The working environment is friendly, open and transparent and we work as 'one' team to achieve our objectives.

Informal enquiries regarding this role should be made to the Director, Paul Starkey via email in the first instance p.starkey@bolton.ac.uk

Please note the University is closed from 12:00noon on Friday 16 December, reopening on Tuesday 3 January 2023