

Job Description: Professional Service Positions

Faculty/Department:	Faculty of Medicine, Health and Life Science
Job Title:	Student Recruitment Officer
Department/Subject:	Marketing Recruitment International
Salary:	Grade 7 £32,982 - £37,099 per annum together with USS pension benefits
Hours of work:	Full time 35 hours per week
Number of positions:	1
Contract:	This is a fixed term position for 12 months duration
Location:	This position will be based at the Singleton

Main Purpose of Post	<ol style="list-style-type: none"> 1. Support and deliver the Faculty's strategy for recruitment by attending recruitment events, deploying innovative tactics to drive up recruitment, gathering market intelligence about market issues which may affect recruitment, and sharing reports with the appropriate central recruitment team. 2. Liaise with colleagues in Professional Services to support growth of student enrolments by volume, quality and diversity, gathering market intelligence and competitor analysis to influence development of the Faculty's course portfolio. 3. Gather market intelligence and data analysis to scope new markets for all recruitment segments (pre-University, UG, PG, professional etc.), and work with the appropriate central recruitment team to evaluate potential development in line with the overall University recruitment strategy. 4. Work in collaboration with recruitment marketers to develop recruitment promotion materials (digital and physical), scholarships, conversion communications aligned to corporate marketing guidelines and promoting the University's brand. 5. Manage and deliver recruitment events, including Open Days / HE Fairs. 6. Support the Recruitment Manager with external liaison and customer engagement in the UK/EU and overseas. 7. Coordinate outreach activity – schools/college visits and taster events for prospective students, together with Academic leads and the central UK Recruitment team. 8. Develop a student ambassador team for Faculty subjects to engage with schools and colleges for home student recruitment and conversion, aligning training with central student ambassadors.
General Duties	<ol style="list-style-type: none"> 9. To fully engage with the University's Performance Enabling and Welsh language policies 10. To promote equality and diversity in working practices and to maintain positive working relationships. 11. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 12. Any other duties as directed by the Head of Faculty / Department or their nominated representative expected within the grade definition. 13. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. Grades 1-6 / To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy Grades 7 and above.
	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a

	<p>commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality</p> <p>We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.</p> <p>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust, and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience <p>Qualification:</p> <ul style="list-style-type: none"> • A degree or relevant professional qualification or equivalent or relevant work experience. <p>Knowledge and Skills:</p> <ol style="list-style-type: none"> 1. Experience: Experience of influencing and engaging key stakeholders through clear, consistent, and transparent communication to enable aspirational recruitment outcomes. 2. Evidence of successful delivery of innovative recruitment solutions that meet or exceed the targets. 3. Evidence of working collaboratively with colleagues across the University, where shared insights, priorities and activities have been developed as part of the University's plan and strategy. 4. Evidence of accountability for accurate and effective market intelligence and data analysis which has informed recruitment activity. 5. Evidence of actively seeking and acting upon feedback to improve as a professional, taking responsibility for own continued professional development.

	<p>6. Evidence of an outward looking and future focussed approach, horizon scanning and using professional networks to benchmark, identify trends and innovative approaches that will inform the recruitment strategy.</p> <p>Welsh Language: Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role) <i>e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</i></p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p> <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • The ability to communicate through the medium of Welsh. • Experience of working in a Higher Education environment. • Experience of working in a student recruitment and/or outreach role.
Additional Information	<p>Informal enquiries: Nikki Boniwell n.r.boniwell@swansea.ac.uk</p>

