

Job Description

Position / Job Title:	Postgraduate Research Administrator - Admissions
Ref:	POSN105727
Location/Building:	Doctoral College, Talbot Campus
Faculty/Professional Service:	Research & Innovation Services
Group/Section:	Doctoral College
Duration if Temporary:	Fixed Term (6 months) in the first instance
Normal Hours per Week:	Full-time (37 hours)
(Some flexibility will be required to ensure that key time scales and deadlines are met)	
Grade:	4
Accountable to:	Head of the Doctoral College
	With dotted line to Head of Admissions, Academic Services

Job Purpose

To work alongside colleagues in the Doctoral College and the Admissions Team to plan and provide an effective and responsive administrative service in support of postgraduate research (PGR) admissions activities across BU. To apply knowledge and understanding of, and perform key business processes that underpin PGR admissions to the University and support the University's PGR recruitment targets.

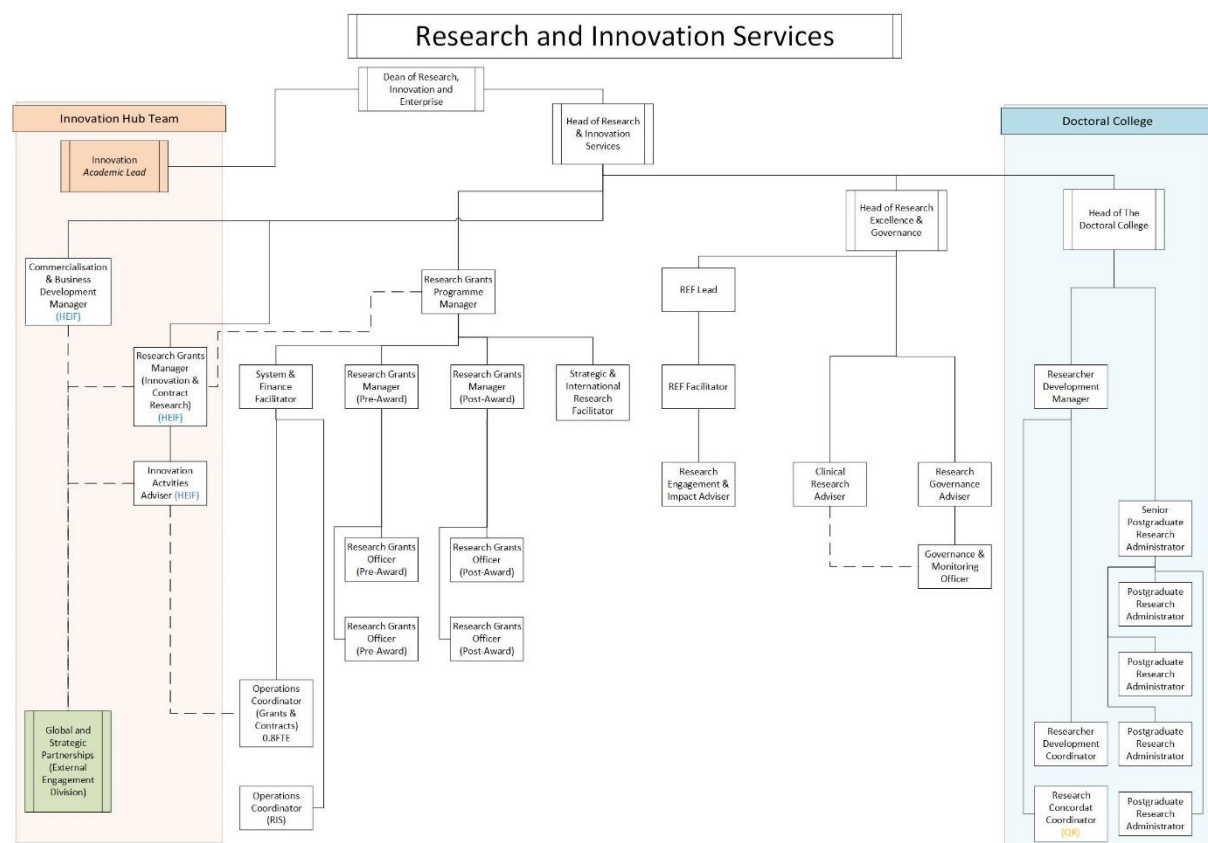
The role will be required to work across teams, providing mutual support within other teams in BU when required to address workload peaks, cover for staff absence and ensure consistent delivery of a professional and efficient service

Main Responsibilities

1. Manage specialised administrative support for PGR admissions, undertaking agreed tasks and responsibilities in relation to admissions, including responding to specialist PGR enquiries, managing complex PGR applications and offer making; organising and running PGR selection activities, arranging interviews; ensuring adherence to deadlines within the PGR application cycle.
2. Use appropriate internal student record systems (SITS; myHUB) and external systems (e.g. Enrolly CAS Shield) to support PGR admissions. Maintain accurate and current data, for internal and external reporting. Undertake regular audits to ensure data accuracy and statutory compliance (e.g. UKVI, ATAS) is current. Provide business intelligence information for various stakeholders, as required.
3. Contribute to the continuous improvement of PGR Admissions Academic Regulations, Policies, and Processes (ARPPs) and associated guidance and information for potential PGRs and staff. Identify best practice and share these enhancements with colleagues.

4. Develop and maintain key relationships with Faculties and Professional Services, providing information and advice to academic and administrative staff in relation to PGR admissions and in accordance with the University's ARPPs.
5. Work closely with the Doctoral College to provide a streamline enrolment and induction experience for new PGRs. Support BU wide events and activities e.g. Confirmation and Clearing, Open Days, Graduation.
6. Ensure that BU is represented professionally in all aspects of administrative support, including appropriate face-to-face and written communication with all stakeholders.
7. Maintain confidentiality and discretion when dealing with PGR information, always working within the requirements of the Data Protection Act and BU's Confidentiality Policy.
8. Undertake any other duties as may, from time to time, reasonably be requested by the Head of Doctoral College, and deputise for other administrative roles in DC and Admissions as required.

Organisational Structure



Internal Contacts:

- Current Postgraduate Research Students
- DC and RIS Colleagues
- Academic Services and Admissions Colleagues
- Associate Deans Research Innovation & Enterprise

- Faculty Academic staff
- University support staff.

External Contacts:

- Prospective Postgraduate Research Students.

Challenges

Balancing a multi-tasked, deadline-orientated workload. Interacting successfully with a range of academic and professional and support staff. Dealing effectively with the diversity of PGRs and programmes. At peak periods the workload will need careful prioritising, and the postholder may have to deal with challenging situations whilst always remaining calm, polite and professional.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The postholder must, at all times, carry out their responsibilities with due regard to BU's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross-section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The postholder must therefore have an understanding of, and commitment to, promoting a global outlook.

All employees have an obligation to be aware of BU's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire PGRs to do the same.

Person Specification

Position / Job Title: Postgraduate Research Administrator - Admissions	Position No:
Professional Service: Research & Innovation Services, Doctoral College	Date: August 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to degree-level standard or equivalent	E
Demonstrate significant experience of working in an administrative role with a varied and complex set of responsibilities, ideally within an education environment	E
Show experience of manipulating and producing statistical data	E
Have strong experience of working in a frontline, student facing or advisory role	E
Have experience of liaising with other staff within an organisation at all levels	E
Maintain an understanding of BU's processes and procedures.	D
Skills	
Demonstrate excellent interpersonal skills with the ability to work co-operatively and effectively with students, staff at all levels, and other BU stakeholders	E
Show excellent communication, interpersonal and organisational skills	E
Demonstrate practised IT and digital skills	E
Have demonstrable attention to detail and ability to check own work for accuracy	E
Have demonstrable organisational and time management skills and ability to meet set deadlines	E
Have ability to organise and implement administrative processes effectively	E
Be able to plan and organise a complex, varied and challenging workload.	E
Attributes	
Demonstrate capability of working in a team with clear professionalism, particularly where effective liaison is required	E
Show a commitment to enhancing PGR students' experience	E
Show a commitment to ensuring equality and diversity	E
Demonstrate a positive approach to work, learning and responding to feedback	E
Have the ability to work on own initiative and as part of a team	E
Have the ability to actively contribute within a culture of continuous improvement	E
Demonstrate personal resilience with an ability to keep calm under pressure and deal with difficult situations	E
Demonstrate a proactive, flexible approach to meet the requirements of the service	E
Demonstrate a diplomatic, discreet, and professional attitude to a wide range of people and situations.	E