

Post Details		Last Updated: 25/09/2025	
Faculty/Administrative/Service Department	UK Recruitment and Admissions		
Job Title	Admissions Data Coordinator		
Job Family	Professional Services	Job Level	3
Responsible to	Pre-Enrolment Manager (Performance & Data)		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<div>1. Maintain accurate, reliable and well-documented admissions data. Ensure data structure and quality meet business needs for internal processes and reporting and satisfy external or statutory requirements.</div> <div>2. Provide data expertise to support the Admissions management team in developing efficient and reliable business processes. Communicate clearly the effects of decisions with a focus on data quality and reporting.</div> <div>3. Advise internal data customers on how to make best use of available source data, ensuring business definitions are accurately reflected in analysis and internal processes, and that any changes are proactively communicated.</div> <div>4. Act as a “super user” for key systems used in Admissions, maintaining relationships with colleagues in IT services, and in similar roles across the University, to establish and share best practices.</div> <div>5. Support the Information Asset Owner for applicant data in continued compliance with data protection regulations, providing advice and training to Admissions staff.</div>			
N.B. The above list is not exhaustive.			
All staff are expected to: <ul style="list-style-type: none">• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.• Undertake such other duties within the scope of the post as may be requested by your Manager.• Work supportively with colleagues, operating in a collegiate manner at all times.			
Help maintain a safe working environment by: <ul style="list-style-type: none">• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.			
<u>Elements of the Role</u>			
This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post-holder in the day-to-day operation of the role.			

Planning and Organising

- The post-holder will carry out much of their activities with limited daily guidance from their line manager, and as such they will have some latitude within their daily work routine to organise and prioritise their own work to ensure that key deadlines and objectives are met.
- It is critical that the post-holder demonstrate initiative and flexibility in the arrangement of their work priorities; this will include successfully managing any conflicting demands, possessing an awareness of the options available and being able to make effective and appropriate decisions.

Problem Solving and Decision-Making

- Within the scope of the role the post-holder will be presented with a variety of sometimes complex, administrative or customer-related issues, where the most appropriate course of action will often be a matter of choice, influenced by prior exposure or experience.
- In other instances, work actions are very well defined procedurally, and the post-holder is able to reference and apply established policies, procedures in order to determine a suitable course of action/outcome or apply their specialist knowledge of relevant regulatory frameworks. Although the role is covered by standard instructions and procedures, there may be some latitude to alter the sequence of procedures, based on varying situations encountered.
- The post-holder may also experience more unusual queries or issues, where there is little established guidance or protocol. In these cases, the post-holder is required to interpret past precedents and apply their judgement to determine an appropriate course of action or where resolution is not straightforward to refer the matter to a senior member of the team for guidance/resolution.

Continuous Improvement

- The post-holder is required to suggest improvements or developments to current working practices and to the services provided by the department.
Where appropriate the post-holder will be required to implement these, after consultation with their line manager.

Accountability

- The post holder will be expected to manage the delivery of their work on a day-to-day basis to ensure deadlines are met, based on their understanding and reference to procedures.

Dimensions of the role

- The post-holder will work within an admissions team of ~35 members of staff.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post-holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles.

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Significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge.

E

Technical Competencies (Experience and Knowledge)

**Essential/
Desirable**

**Level
1-3**

Knowledge of SITS or other student record systems

E

3

Experience of working in the higher education sector using a high level of technical skill

E

3

Experience of working with UCAS technical and business processes

D

3

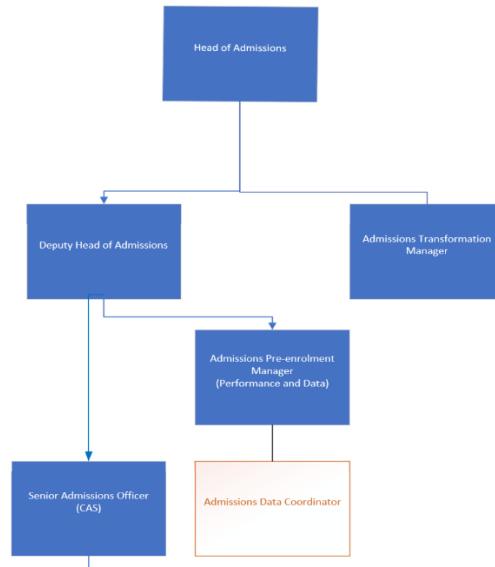
Familiarity with data protection regulations (DPA 2018)

D

2

Familiarity with programming languages	D	2
Special Requirements:		Essential/ Desirable
Some weekend/evening work may be required as directed by the Head of Admissions.		E
Annual Leave may be restricted at key times during the year		E
Core Competencies		Level 1-3
Written and verbal communication		3
Adaptability and flexibility		2
Customer/client service and support		2
Planning and organising		2
Continuous improvement		2
Problem solving and decision-making skills		2
Managing and developing performance		N/A
Creative and analytical thinking		3
Influencing, persuasion and negotiation skills		2
Strategic thinking and leadership		2
<p>This Job Purpose reflects the core activities of the post. As the Directorate and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post-holder will be consulted, and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information and Key Relationships		
<p><u>Background Information</u></p> <p>In line with the University's corporate strategy and ambition to attract prospective students globally to increase the diversity of the student body, the division is focussed on delivering innovative initiatives that ensure the University remains competitive.</p> <p>The Admissions Department is responsible for ensuring that the University is optimally positioned, attracting, engaging and managing the applications from prospective students in domestic and international markets with our target audiences across undergraduate, postgraduate taught and postgraduate research.</p> <p>There is extensive contact with applicants, and staff at a variety of levels in academic and central administrative departments within the University, and external contact with other bodies such as UCAS, UK ENIC, UKVI, UKCISA, Research Councils and funding bodies. Such contact may be in person, by telephone, in written correspondence or by email.</p> <p>The post holder will be based within Admissions; however, there may be a requirement to work in other areas across the UK Recruitment and Admissions division. Additionally, there will be a requirement to work during the summer period and holiday embargos may be necessary during peak times of August-September. Some weekend and evening work will also be required.</p>		

Department Structure Chart



Relationships

Internal

- All University Departments

External

- UCAS
- UK ENIC
- UKVI
- UKCISA