**Department name**

The Student Recruitment and Admissions department supports the recruitment, marketing and admissions functions for all Higher Education courses across the UHI Partnership.

The Admissions team look after the direct application process for networked courses, nursing and optometry and work collaboratively with the admissions teams in the Academic Partners to support all other Higher Education course admissions. They manage the relationship on behalf of the Partnership with UCAS in relation to course updates and information and the UKVI licence for international student applications.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Maureen MacDonald, Admissions Manager, by email to [maureen.macdonald@uhi.ac.uk](mailto:maureen.macdonald@uhi.ac.uk).

**Pay and Benefits**

This role is linked to grade 4 on the UHI payscale.

The starting salary for this position will normally be in the range £22,667 to £24,766 per annum. For exceptional candidates a higher salary up to the top of the grade (currently £27,060 per annum) may be available.

This post is full time and will involve working 35 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme provided to workers at grade five and below is the Local Government Pension Scheme (LGPS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information about the scheme can be found on the Highland Council’s Pension Fund website <http://www.highlandpensionfund.org/>.

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 5th January 2025 at 11.59pm.**

**Shortlisting will take place the week commencing 06th January 2025**

**Interviews will be held by videoconferencing on Friday 17th January 2025**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the [HR team](mailto:personnel@uhi.ac.uk) as soon as possible.