

## JOB DESCRIPTION

<b>Name:</b>	
<b>Post:</b>	Academic Registrar Management Salary Scale Points 2-9
<b>Grade:</b>	Initial salary dependent upon qualifications and experience. Progression dependent on performance in role
<b>Notice Period:</b>	Three months
<b>Hours:</b>	37 hours per week (full-time, whole year)
<b>Location:</b>	Hartlepool site <i>[The post holder may also be expected to work from the Middlesbrough site on some occasions]</i>
<b>Line Manager:</b>	Principal
<b>Line Manager to:</b>	Registry Administrator

The Job Description and further particulars set out below are intended to provide information about the role and responsibilities associated with the post of Academic Registrar. Some of the duties listed below will be of a continuing nature, others cyclical or periodic, and others may take the form of particular projects to be undertaken as and when necessary as the needs of the School change.

### **Job Purpose**

The purpose of the role of Academic Registrar is:

- to ensure that the Registry function operates effectively and efficiently in order to support the assurance of quality and academic standards of the School's higher education provision;
- to provide a professional administrative service to support the deliberative structure and the maintenance of student records;
- to lead on the development and implementation of policy in relation to Registry areas of work, ensuring that these are aligned to the strategic direction of the School.

This will require the post-holder to work in liaison with senior managers, Faculty Leaders, Senior Lecturers and other academic and business support staff, as appropriate.

The postholder is a member of the School's Extended Principalship Team.

### **Main Duties and Responsibilities**

1. To support the School Principalship and Governors in promoting a shared vision for the School and contributing towards the aims and objectives of the School's Strategic Plan.
2. To be responsible for the operation and development of the Registry service, overseeing higher education student administration within the School and fostering a

culture of rigorous attention to maintaining and enhancing the quality of the higher education awards made to students at the School.

3. To ensure that an efficient support service is provided to students and staff on those matters which fall within the Registry's remit.
4. To support the rigorous application and adherence to the academic regulatory framework for the School's higher education provision.
5. As part of the School's preparation for the operation of its own degree awarding powers, to draft the School's own academic regulations, in consultation with the HE Quality Operations Manager.
6. To support and promote the development of the School's higher education administration and student record systems, specifically as the School seeks to achieve degree awarding powers following application to QAA.
7. To provide, in conjunction with the Committee Secretary, effective secretarial and administrative support for the deliberative structure of the School's higher education provision, including the Academic Board and its working groups.
8. To maintain knowledge of sector developments to ensure compliance with regulatory requirements, helping to formulate new policies and procedures as necessary.
9. To oversee the currency of the School's policy framework, ensuring that relevant policy owners are reminded to update policies as necessary and that current policies are available via the School's website or intranet (as appropriate).
10. To be responsible for organising and administering, in liaison with the Vice Principal (HE), Faculty Leaders, Senior Lecturers and others, including the degree-awarding body where appropriate:
  - the higher education student record functions ensuring that they are appropriately developed to meet both School and external stakeholder requirements;
  - the enrolment of higher education students (new and continuing), ensuring that the enrolment process and the capture and maintenance of student data is efficient and effective;
  - the creation, maintenance and monitoring of electronic registers for teaching sessions, based on the timely provision of approved timetables from the Faculty Leaders;
  - the monitoring of student attendance in compliance with the Undergraduate Student Attendance Procedure, and the provision of attendance information as required;
  - the collation and maintenance of central assessment records, including first attempt, referrals and retakes, and the provision of assessment outcome information to the degree-awarding body for Examination Boards and Progression and Awards Boards;

- the management of Examination Boards and internal interim exam boards;
  - publication of results and transcripts (including HEAR) in liaison with the degree-awarding body;
  - the provision of key student information in respect of Degree Ceremonies to the Marketing Department, ensuring that student data in publicity materials is accurate and complete;
  - student withdrawals and transfers, including intermissions;
  - Academic misconduct proceedings in accordance with the Undergraduate Academic Dishonesty (Cheating) Policy and Procedure;
  - the administrative and advisory infrastructure for student appeals in respect of Mitigating Circumstances and Academic Appeals;
  - the processing of Direct Entry Approvals;
  - the confirmation and recording of student entry qualifications;
  - the templates for Module Leaders' Reports, based on data provided from Module Evaluation Surveys; and
  - the provision of current and projected student numbers for financial planning purposes.
11. To organise External Examiner's visits, providing a main point of contact for individual External Examiners and ensuring that they are provided with relevant information as required; and to deliver inductions to any new External Examiners who are unable to attend the induction provided at the Arts University Bournemouth.
  12. To produce the School's Academic Year Planner, the School Almanac and the quality timeline for each academic year.
  13. To provide and maintain a repository of formal documentation, including signed-off validation documents, External Examiners' reports, etc.
  14. To ensure the production of relevant and timely management information as required in order to support the School's development and strategic aims.
  15. To ensure the effective and efficient management of human and physical resources within the Registry Section, taking responsibility for the effective management of a devolved budget within terms agreed by the Principal.
  16. To ensure that your team has information to cover effectively for you in your absence.
  17. To participate in the School's performance management system in accordance with School policy and to promote the development and training of all staff.
  18. To ensure that the School's Equality and Diversity Policy is adhered to at all

times and to tackle or report discrimination and harassment wherever it occurs.

19. To ensure the safeguarding of learners at all times and report any potential issues without delay.

20. All employees are expected to be fully committed to policies and processes on equality, diversity, safeguarding and the Prevent Agenda.

21. To ensure that the School's Health & Safety Policy is adhered to at all times and to take responsibility for general health and safety housekeeping within your work area.

22. Any other duties reasonably commensurate with the nature and grading of the post, as directed by Principal.

Signed: \_\_\_\_\_  
(Name), Academic Registrar

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Martin Raby, Principal

Date: \_\_\_\_\_

## Personal Specification

### Academic Registrar

Essential	Desirable
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>▪ 5 GCSEs at grade C or above or equivalent including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree</li> <li>▪ Postgraduate qualification</li> </ul>
<p><u>Experience/Knowledge</u></p> <ul style="list-style-type: none"> <li>▪ Working knowledge of requirements for higher education awards process</li> <li>▪ Experience of designing / working within strict procedural guidelines</li> <li>▪ Experience of preparation and validation of large volumes of data</li> <li>▪ Knowledge of spread sheets and word processing</li> <li>▪ Knowledge and experience of HE academic regulations</li> <li>▪ Knowledge and experience of student records systems, student recruitment processes and academic quality and standards issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working knowledge education sector MIS systems</li> <li>▪ Knowledge of quality processes in higher education</li> <li>▪ Relevant experience of academic registry functions</li> <li>▪ Experience of formulating new regulations, policies and procedures</li> </ul>
<p><u>Preferred Skills / Abilities</u></p> <ul style="list-style-type: none"> <li>▪ Ability to work with accuracy, even when under pressure</li> <li>▪ Excellent organisational and administrative skills with the ability to meet deadlines</li> <li>▪ Ability to communicate effectively at all levels with students, School staff and external bodies to ensure the delivery of high quality provision</li> <li>▪ Effective negotiation and persuasion skills</li> <li>▪ Excellent interpersonal skills with an ability to communicate efficiently and effectively at all levels</li> <li>▪ Pleasant and approachable manner</li> <li>▪ Confident disposition</li> <li>▪ Committed to regular updating of knowledge and continuous improvement</li> </ul>	