

SECTION A: THE ROLE	
Job Title:	Academic Registrar
Institute/Service:	Academic Registry
Job Grade:	Corporate Leader
Job Location:	Carlisle or Lancaster
Responsible To:	Deputy Vice Chancellor (Academic)
Responsible For:	Heads of Function
Role Purpose:	
<p>To implement and lead an effective and efficient Academic Registry to support the quality and standards of taught and research provision.</p> <p>The Registry is designed to provide a high quality of professional support to academic staff and to interface smoothly with the operations of other professional services, leading to enhanced provision for students. Its main areas of responsibility include, Quality Assurance and Management, Academic Development, Student Admissions, Programme Administration, Research Degree Administration, Regulations, Appeals and Complaints and Student Data>Returns.</p> <p>To integrate issues and procedures within these areas of responsibility and work across boundaries to ensure consistency and continuity for service users, both students and staff.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	To provide high quality, focused and effective strategic leadership and management for key professional service areas in support of the delivery of taught programmes at undergraduate and postgraduate levels, research programmes and research activity.
2.	To establish an effective and efficient Academic Registry able to deliver high-quality, proactive and well-informed support to academic staff to the benefit of students.
3.	To be responsible for university policies and procedures in the areas covered by the Academic Registry, ensuring that they reflect national, and where applicable international, requirements and good practice as well as the priorities of the University Strategic Plan.
4.	To establish, oversee and, through an appropriate management and staffing structure, implement processes which will deliver outcomes of high quality and secure standards.
5.	To set and monitor targets for delivery to meet the aims and objectives of the University, having regard to national and, where applicable, international benchmarks.
6.	To manage the resources of the Academic Registry in line with the University's priorities and values.

Additional Information:

As a senior post holder, you will demonstrate professionalism, technical competence, good interpersonal and networking skills and the ability to work independently as required. You will at all times operate within established University regulations and procedures and will need to demonstrate an understanding of the needs of a large, complex, multi campus University. You will be a member of the Vice Chancellor's Executive Directors' Group.

On occasions and in line with operational needs you will be required to travel to other campuses and sites, nationally or internationally.

As a senior post holder, you will be expected to work flexibly in discharging duties. The normal working week is defined in the contract of employment but because of the nature of the post, you will be required to work flexibly and for such hours as are necessary to fulfil the responsibilities of the post.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Person Specification Role: Academic Registrar	Essential/ Desirable	To be identified by:
<p>Qualifications Educated to QCF Level 6 (degree level or equivalent) or equivalent experience.</p> <p>Higher Degree, equivalent professional qualification or equivalent extensive professional expertise.</p> <p>Advance HE Fellow, Senior Fellow or Principal Fellow.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Experience Experience of effective delivery at institutional level in at least one of the areas for which the Academic Registry is responsible, and at Institute/Faculty or equivalent level in at least two others.</p> <p>Demonstrable experience of drafting and implementing related policies and procedures to meet internal and external expectations and benchmarks.</p> <p>Demonstrable experience of managing change at Institute/Faculty or Institutional level. This should include the effective management of the impact on the postholder's own staff, on internal customers, and on budgets.</p> <p>The experience to contribute effectively to national requirements including OfS registration and TEF.</p> <p>Experience of working with collaborative partners in the UK and overseas, ideally including experience of meeting the expectations of international quality and standards bodies.</p> <p>Experience of leadership in, or of making a major contribution to, an external network, for example at regional level.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Supporting Statement/Interview</p> <p>Application Form/Interview</p> <p>Supporting Statement/Interview</p> <p>Supporting Statement/Interview</p> <p>Supporting Statement/Interview</p> <p>Application Form/Interview</p>
<p>Knowledge, skills and abilities Detailed knowledge of national requirements in the areas covered by the Academic Registry including the expectations of the OfS, the QAA, the OIA, UCAS, the UKRI, the UKCGE and some PSRBs.</p> <p>Skills to provide substantial contributions to leadership in the Academic Registry including managing, motivating, and developing others.</p> <p>Ability to operate strategically and use highly developed analytical skills to develop new approaches and ways of thinking.</p> <p>The ability to command credibility with professional support staff and academic colleagues at all levels.</p> <p>Experience of setting and monitoring annual plans and targets, understanding of financial management and ability to manage and control budgets, resources, and funding.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Supporting Statement/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p>
<p>Other Commitment to the strategic plan and values</p>	<p>Essential</p>	<p>Interview</p>

of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective leader.		
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