

**UNIVERSITY OF DERBY
JOB DESCRIPTION**

JOB TITLE	College Registrar		
DEPARTMENT	The Registry		
LOCATION	Kedleston Road, Derby DE22 1GB		
JOB NUMBER	0073 - 18	SALARY	£35,634 - £38,268 per annum
REPORTS TO	Academic Registrar		

Departmental Goals and Behaviours

- Registry Leadership team member responsible for developing and embedding a College Registry culture which is exciting, dynamic, ambitious and passionate about student experience.
- Take a student centred approach to service design and delivery, building positive relationships with the College academic and student communities with a particular focus on the following strategic priorities:
 - a. TEF
 - b. NSS
 - c. REF
 - d. Retention and achievement
 - e. Employability
- Role model leadership behaviours, setting professional standards and expectations with your immediate team and influencing the College Leadership team.
- Collaborate with College academic leaders including Course Directors, with other College Registrars and across Registry teams, to achieve shared outcomes.
- Be committed to success and not constrained to own team performance. Independent minded, able to command respect and support from local and corporate teams in equal measure.
- Develop, review and maintain services which are driven by research and evidenced based practice, underpinned by appropriate measures for benchmarking performance and achievement.
- Hold responsibility for human resource management and associated budgets.
- Represent Registry's expertise and interests across the University.
- Drive an ethos of staff development, encourage external networking and results orientated recognition.
- Ensure compliance with institutional performance expectations within the higher education sector, including regulatory requirements of e.g; the OfS, Designated Quality Body, Competition and Markets Authority, Professional Statutory Regulatory Bodies, and other regulatory standards and agencies.

Role Summary

The College Registrar is the Academic Registrar's representative at College level with the primary responsibility of influencing and steering College based activity to achieve University and College based targets around student experience, compliance and management control. Working closely with the PVC Dean and Deputy Dean the College Registrar will be an important member of the College Leadership Team, expected to challenge and support in equal measure, to be independent minded, attuned and committed to College success.

Working with the PVC Dean and College Leadership team the College Registrar will manage the College Registry team ensuring key objectives are met, compliance and governance is secured and student experience is enhanced through close working with the Deputy Dean/Course Directors. The College Registrar will need to acquire knowledge of all College activity and related data/business intelligence in order to apply analytical skills and thought leadership to influence change and represent the College in corporate forums.

Underpinning the role will be the need to ensure that relevant data, processes and documentation are optimised for the efficiency and effectiveness of student performance, consistent with external agency regulations and compliant with the requirements of University policies, procedures and audit.

Principal Accountabilities

1. Drive and shape a College academic administration service which is focused on agreed principles of service excellence to assure consistent quality provision for students and standards of academic support that enable success.
2. Actively foster collaborative relationships and partnerships with Course Directors and academic colleagues to ensure that the needs of the College are being supported with a particular focus on supporting the following strategic priorities:
 - a. TEF
 - b. NSS
 - c. REF
 - d. Retention and achievement
 - e. Graduate Employability
3. Responsible for ensuring that the College is compliant with both internal and external regulatory requirements and that any audits are managed to a positive outcome. This will require a strong governance and risk management ethos including the ability to hold others to account in safeguarding regulations, operating practices and meeting agreed deadlines.
4. Working across Colleges design, develop and deliver an integrated set of processes, interventions, measures and communications to support student retention, engagement and achievement.
5. Ensure work is undertaken with colleagues across the College and with other professional support business partners, ensuring best practice is intrinsic in all working practices. Implement a high performing academic administration in line with Registry principles that support students, employers, visitors and external agencies.
6. Take a lead role in the recruitment, deployment and development of staff ensuring efficiency, flexibility and effectiveness of resource impact. Drive a high performance culture, whilst managing within budget limits to secure target outcomes.
7. Take an active role in external professional networks, keeping up to date with knowledge and developments in HE for the benefit of the College and University. Research practice in other settings to help inform proposals for improvement and change.
8. Provide advice and support to the College Senior Leadership Team on key issues including; policies, regulations and procedures.
9. Work collaboratively with other areas of the University to ensure the effective and efficient use of available resources.
10. Adopt the University's Core Values and Underpinning Behaviours.

11. Work flexibly including, when required, during evenings and weekends undertaking any duties, as required, relevant to the level of the post.

Person Specification

Essential Criteria

Qualifications

- Degree (or equivalent qualification) or comparable knowledge gained through professional experience
- Evidence of continuous professional development

Experience

- Significant management experience in an educational/business setting.
- Significant management experience, leading staff teams and deploying resources, taking responsibility for decisions
- Demonstrating success in monitoring and evaluating people and systems to enhance quality and provision of service
- Experience and knowledge of delivering service excellence using benchmarks and external reference points.
- Significant experience of the use of IT systems to enable work, interpretation and presentation of management information in a simple and accessible way.
- Understanding of the regulations and national codes of practice and the implications of non-compliance
- Detailed knowledge and understanding of computer systems and services in an educational/business environment and their varied applications.
- Extensive experience of budget management and control.
- Developing, documenting and implementing policies and procedures at an operational level.
- Experience of project management and change management success.

Skills, knowledge and abilities

- Analysis and presentation of management information for decision making using software tools (e.g. SSRS, MS Excel, MS Access)
- Well- developed people management skills.
- Proven analytical and problem solving capability
- Strong customer focus.
- Proven communication and interpersonal skills and the ability to influence and negotiate.
- A commitment to live and promote the University values and behaviours.

Business requirements

- Willingness to work outside of normal hours at times as relevant to achieving targets and meeting the needs of the College
- Ability to work regularly at each location where College activity is delivered.

Desirable Criteria

Qualifications

- Post graduate qualification
- Relevant professional body membership

Experience

- Experience in bidding for internal and external project funding.
- Understanding of a post 16-vocational institution.

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>