JOB DESCRIPTION

New College Durham

Job Title:	Registry Co-ordinator
Grade:	Support Grade E
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	Academic Registry
Accountable to:	Academic Registrar

Job Purpose

To support the Academic Registrar to develop and manage registry policies, processes and procedures; maintain high quality standards of records held by the College and manage routine information requests associated with Registry and Information Management policies.

Key Result Areas

- To assist the Academic Registrar to write, manage, develop and promote registry policies, processes and procedures applying within the College and with any relevant partners or other third parties.

- To manage the registration processes associated with HE awards complying with relevant external and internal regulations.

- To co-ordinate and liaise with other departments to oversee the production and distribution of a valid and robust Transcript, Diploma Supplement and NCD Certificate for relevant programmes.

- To manage the Assessment Board records to posterity, ensuring their integrity and accessibility over time.

- To make decisions on requests for confirmation of awards.

- To work with the Information Compliance Co-ordinator to ensure timely responses to routine requests for information.

- To assist the Academic Registrar in monitoring the quality and integrity of current HE Partnerships and to lead in the keeping of accurate records of this process.

- To administrate the due diligence process for prospective HE partners, including management of the Register of Partners.

- To co-ordinate support for Registry and HE Partner meetings.

- To provide project support and supervision under the direction of the Academic Registrar to ensure projects are delivered to time and specification.

- To advise the Academic Registrar on sector requirements in relation to HE registration, Diploma Supplements and Certificating.

- To work with the Registry Team to implement changes to working methods and filing structures using MS SharePoint

- Undertake any other duties commensurate with the grade.

General Responsibilities

1. To promote the mission, vision and values of New College Durham

2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.

3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.

4. To be responsible for actively identifying own development needs

5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified

above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Registry Co-ordinator

Knowledge & Experience	Assessed by	Essential	Desirable*
Business related qualification (level 5 or above) or equivalent professional experience	1	✓	
Experience of working in an HE environment within an HEI or FE/HE college	1	✓	
A working knowledge of HE administrative processes, especially in relation to Assessment, Boards, certificating and confirmation of awards	1/2	✓	
Recent and relevant experience of data input and reporting systems	1/2/3	✓	
Prince2, Agile or other Project Management qualification	1/2		✓
Qualification or relevant experience in Records or Information Management, including Information Governance (i.e. Data Protection, Freedom of Information)	1/2		✓

Skills	Assessed by	Essential	Desirable*
Excellent communication skills, both oral and written	1/2	✓	
Enthusiasm, flexibility and a commitment to accuracy	2/3	✓	
Understanding of key issues relating to HE administrative processes	1/2/3		✓
Excellent and flexible ICT Skills	1/2/3	✓	
Experience in using MS SharePoint	1/2		✓
Experience in the management of business improvement projects	1/2		✓
Ability to develop effective working relationships within teams, with other College staff and external contacts	2/3	✓	
Ability to work pro-actively with staff at all levels of the organisation	2/3	✓	
Ability to work to set timescales with specified objectives	2/3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: March 2020