

## **Job Advert**

### **HE Registry Manager**

**Hartlepool (with hybrid working opportunities)**

**Permanent**

**37 Hours per Week (1.0 FTE)**

**Salary - £37,914 - £41,642 per annum**

The Northern School of Art is seeking to appoint an experienced and highly organised HE Registry Manager at an exciting stage in the institution's development. This is a unique opportunity to play a leading role in shaping academic governance, student administration, regulatory compliance and institutional data management at a specialist arts institution with Degree Awarding Powers and ambitions to secure University Title. The successful candidate will support the continued development of the School's Academic Registry function and help ensure readiness for future regulatory review activity as the School progresses from time-limited to indefinite Degree Awarding Powers.

The post holder will provide leadership for the continued development and delivery of Academic Registry services and play a central role in ensuring compliance with external regulatory, funding and statutory reporting requirements. Working closely with academic and professional services colleagues, you will oversee key aspects of the student lifecycle, including student records management, enrolment, attendance monitoring, assessment administration, Examination Boards, Progression and Awards Boards, certification, academic appeals, regulatory reporting activities, and the maintenance of accurate and secure student records.

As HE Registry Manager, you will manage the HE Registry Officer and play a key role in supporting the School's academic governance framework. You will coordinate Academic Board business, support governance committees, prepare and deliver reports and papers to committees and senior managers, communicate developments in higher education regulation and policy, and contribute to the ongoing review and enhancement of academic regulations, procedures and student administration processes. You will also provide advice on academic administration, governance and regulatory matters to support institutional decision-making and compliance.

The role will contribute to the School's strategic priorities through the management, analysis and interpretation of student and institutional data, supporting regulatory reporting, performance monitoring and evidence-based decision-making. Working closely with senior leaders and academic colleagues, you will help ensure that governance arrangements, regulatory reporting processes and student record

systems provide robust assurance to the Academic Board, Governors and external stakeholders.

We are seeking an individual with substantial experience in academic registry, governance, regulation, student administration or related professional services activity within higher education. You will possess a strong understanding of academic regulations, student records management and regulatory compliance, together with excellent organisational, analytical and communication skills. This role offers an exceptional opportunity to contribute directly to the School's journey towards indefinite Degree Awarding Powers and University Title.

**What will you get if you join us?**

- ✓ *Work for an institution that supports work-life balance and cares for the wellbeing of staff;*
- ✓ *Staff development opportunities;*
- ✓ *Generous annual leave;*
- ✓ *Free confidential counselling service and physiotherapy;*
- ✓ *Free eye tests and contribution towards glasses for VDU use;*
- ✓ *Free IT products including Microsoft Office and Adobe Creative Cloud;*
- ✓ *Professional fees paid by the School;*
- ✓ *Staff recognition awards*
- ✓ *Free car parking and access to other staff benefits; and*
- ✓ *Access to the Local Government Pension scheme*

To download the application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: 17 September 2026**

*Please send your completed application to [jobs@NorthernArt.ac.uk](mailto:jobs@NorthernArt.ac.uk)*

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful, an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Additionally, as part of the School's shortlisting process, an online search will be carried out on all shortlisted candidates.