

JOB DESCRIPTION

Post:	HE Registry Manager
Grade:	Management Salary Scale [Points 0-3]
Notice Period:	Three Months
Hours:	37 hours per week (full-time, whole year)
Location:	Hartlepool (the post holder may also be expected to work from the Middlesbrough campus on some occasions).
Line Manager:	Director of HE Academic Quality and Enhancement
Line Manager to:	HE Academic Registry Officer

The Job Description and further particulars set out below are intended to provide information about the role and responsibilities associated with the post of HE Registry Manager. Some of the duties listed below will be continuing, 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.

Safeguarding Statement:

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students under 18. All staff are required to undertake safeguarding training.

Job Purpose

The overall purpose of the role of the HE Registry Manager is:

- to provide leadership and strategic oversight of the School's Academic Registry function, ensuring the effective management of academic administration, student records, academic governance, regulatory compliance and institutional data management across the student lifecycle;
- to provide strategic and operational oversight of the School's HE Regulatory Framework and Assessment Regulations and associated policies, procedures and operational processes that support academic administration, governance and student record management;
- to support the effective operation, enhancement and ongoing maturity of the School's Degree Awarding Powers framework, including preparation for future regulatory review activity and the institution's progression from time-limited to indefinite Degree Awarding Powers as the School works towards University Title;
- to ensure the Academic Registry function operates efficiently and effectively, enabling the delivery of high-quality academic administration, student records, assessment and regulatory services, while maintaining compliance with the

requirements of the Office for Students (OfS), HESA and other relevant regulatory, funding and statutory bodies;

- to oversee the delivery and continuous improvement of key academic administration processes, including student records management, enrolment, assessment administration, academic appeals, regulatory reporting and graduation-related activities;
- to ensure the integrity, accuracy and security of student data and records, supporting evidence-based decision-making, institutional assurance, regulatory reporting and compliance with data protection requirements;
- to analyse and interpret student, regulatory and institutional data to support performance monitoring, institutional planning, risk management, statutory returns, regulatory reporting and strategic decision-making;
- to support the effective operation and continuous development of the School's academic governance framework through the coordination of Academic Board and committee business, the preparation and delivery of reports and papers that support institutional decision-making, the communication of committee decisions, and the monitoring of developments in higher education policy and regulation;
- to support the effective operation and development of the School's academic governance framework through the coordination of Academic Board and committee business, the preparation of reports and papers, the monitoring of actions and decisions, and the provision of expert advice on academic administration, governance, assessment regulations, regulatory compliance and sector developments to support institutional assurance and decision-making;

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

Main Duties and Responsibilities

General

1. To support the School Executive Team and Governors in promoting a shared vision for the School and contributing towards the aims and objectives of the School's Strategic Plan.

Regulatory Framework and Assessment Regulations

2. To support the effective operation, enhancement and continued maturity of the School's Degree Awarding Powers framework, including preparation for future regulatory review activity and the institution's progression from time-limited to indefinite Degree Awarding Powers.
3. To lead the development, implementation and review of the School's HE Regulatory Framework, Assessment Regulations and associated policies and procedures.
4. To maintain current knowledge of developments in higher education policy, regulation and practice, communicating relevant developments, risks and

opportunities to Academic Board, its sub-committees, Governors and senior managers to support institutional compliance and informed decision-making.

5. To provide professional advice and guidance on academic administration, governance, student records and regulatory compliance matters to senior managers, Academic Board and other institutional committees.
6. To support and promote the continued development of the School's higher education student records and academic administration systems.

Student Records and Academic Administration

7. To lead the production, maintenance and coordination of the School's Academic Year Planner in collaboration with academic and professional services colleagues, ensuring the effective scheduling and delivery of key academic, governance, assessment, quality assurance and regulatory activities, and the timely management of institutional deadlines.
8. To oversee the effective administration of the student lifecycle, including enrolment, student records management, transfers, withdrawals, direct entry approvals and confirmation of entry qualifications.
9. To oversee the creation, maintenance and monitoring of electronic registers and attendance processes.
10. To oversee the management of central assessment records, including first attempts, referrals and reassessments.
11. To manage the organisation and administration of Examination Boards and Progression and Awards Boards, including the preparation of reports, calculation of outcomes, communication of decisions and implementation of Board actions, ensuring the consistent application of academic regulations and institutional policies.
12. To oversee the administration and management of academic misconduct, mitigating circumstances and academic appeals processes, ensuring the fair, consistent and timely application of institutional regulations, policies and procedures.
13. To oversee the publication of results, transcripts, Higher Education Achievement Reports (HEAR) and certification, ensuring the accuracy, integrity and security of student achievement records and award documentation.
14. To ensure the accurate maintenance, storage, integrity and security of student records in accordance with GDPR and institutional requirements.

Academic Governance

15. To coordinate and support the effective operation and continuous development of Academic Board and its sub-committees, including the planning and scheduling of committee business, preparation and delivery of reports and papers, communication of decisions and follow-up of agreed actions.
16. To provide secretariat support to Academic Board and its sub-committees, ensuring compliance with institutional regulations and governance requirements.
17. To support the provision of assurance to Academic Board, Governors and senior managers through the preparation of reports, analyses and governance

documentation relating to academic administration, student records, regulatory compliance and institutional performance.

18. To monitor developments in the higher education sector and advise on their implications for institutional governance, academic administration and regulatory compliance.

Data, Reporting and Compliance

19. In collaboration with the MIS Manager, to oversee the preparation, validation and submission of statutory and regulatory returns, including HESA returns and other funding or regulatory data submissions.
20. To lead the production, analysis and interpretation of student and institutional data, producing reports and recommendations that support performance monitoring, institutional assurance, risk management, regulatory reporting and strategic decision-making.
21. To support the production of data required for Annual Programme Reviews and other quality assurance processes, working closely with the HE Quality Assurance Manager to monitor performance against relevant student outcome measures and other institutional performance indicators.
22. To provide current and projected student number data to support institutional planning, strategic development and resource allocation.
23. To develop and maintain reporting processes that provide accurate, timely and reliable management information to support institutional oversight and decision-making.

Leadership and Resource Management

24. To lead and manage the Academic Registry function and supervise the work of the HE Academic Registry Officer.
25. To ensure the effective and efficient management of human and physical resources within the Registry function, including responsibility for devolved budgets as agreed by the Principal.
26. To support the Director of HE Academic Quality and Enhancement and other senior managers through the provision of expert advice, management information and professional guidance relating to academic administration, governance, student records and regulatory compliance.
27. To contribute to the continuous improvement of systems, processes and professional practice across Academic Registry services.

General Responsibilities

28. To ensure that the department has information to cover effectively for you in your absence.
29. To participate in the School's performance management system in accordance with School policy and to promote the development and training of all staff.
30. 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.
31. To ensure the safeguarding of learners at all times and report any potential issues without delay.

- 32. All employees are expected to be fully committed to policies and processes on equality, diversity, safeguarding and the Prevent Agenda.
- 33. 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.
- 34. Any other duties reasonably commensurate with the nature and grading of the post, as directed by the Principal.

Signed: _____ Date: _____

HE Registry Manager

Signed: _____ Date: _____

Paul Braine
Director of HE Academic Quality and Enhancement

Personal Specification

HE Registry Manager

Essential	Desirable
Qualifications	
▪ Degree or equivalent professional qualification. ▪ 5 GCSEs at grade C or above or equivalent including English and Maths	▪ Postgraduate qualification
Experience/Knowledge	
▪ Strong understanding of higher education regulatory requirements, sector expectations and emerging developments. ▪ Substantial knowledge and experience of higher education academic regulations, including experience interpreting and applying regulations, policies and procedures. ▪ Experience supporting and contributing to academic governance processes and committee structures. ▪ Experience coordinating academic administration and student records activities within a higher education environment. ▪ Thorough understanding of higher education awards, assessment, progression and student records management processes. ▪ Experience preparing reports, papers and management information, and analysing data to support regulatory reporting, performance monitoring and institutional decision-making. ▪ Proficient in the use of digital technologies and management information systems tools to	▪ Knowledge of Office for Students (OfS), HESA and other relevant regulatory and statutory requirements. ▪ Experience of Degree Awarding Powers implementation, operation or review activity. ▪ Experience of developing and reviewing academic regulations, policies and procedural frameworks. ▪ Experience of servicing Academic Board or equivalent senior academic governance committees. ▪ Experience of providing professional advice on academic administration, governance or regulatory compliance matters. ▪ Experience of supporting institutional assurance, regulatory review activity or external scrutiny processes. ▪ Knowledge of higher education student records and management information systems.

support data analysis, reporting, decision-making and service improvement.	
<u>Skills / Abilities</u> ▪ Ability to exercise sound judgement in the interpretation and application of regulations, policies and procedures. ▪ Strong analytical skills with the ability to interpret data and present clear conclusions and recommendations. ▪ Excellent written and verbal communication skills, including the preparation of reports and formal documentation. ▪ Ability to communicate effectively and build productive working relationships with students, staff, senior leaders, governors and external stakeholders. ▪ Effective negotiation, influencing and relationship management skills. ▪ Excellent organisational and planning skills with the ability to manage competing priorities and meet deadlines. ▪ Confident, professional and proactive approach with the ability to work independently and use initiative. ▪ Commitment to continuous professional development and service improvement.	