



Deputy Academic Registrar

Job Title:	Deputy Academic Registrar
Reference No:	
Reports to:	Academic Registrar
Responsible For:	Head of Quality / Head of Casework
Grade:	Deputy Director
Working Hours:	37 hours
Faculty/Service:	Academic Registry
Location:	Sunderland Campus
Main Purpose of Role:	<p>Support the Academic Registrar in the leadership and management of the Registry, developing a culture of excellence and continuous improvement.</p> <p>Contribute to the achievement of strategic organisational objectives and specific targets for Academic Registry.</p> <p>Strategic management and development of the Quality and Student Casework functions.</p>
Key Responsibilities and Accountabilities:	<p>Support the Academic Registrar in developing and implementing a clear strategy for the future development of the Registry, ensuring alignment between the priorities of the University and the Registry.</p> <p>Support the Academic Registrar in the overall leadership and management of the Academic Registry, working with the AR and the other Deputy as Service Executive. Clearly articulate service levels and standards and ensure that these are consistently achieved.</p> <p>Build effective working relationships with Faculty and Service senior management teams in the planning, development and operation of the Academic Registry.</p> <p>Enhance and maintain effective working relationships and synergies between teams across Academic Registry and cognate areas; championing development opportunities.</p> <p>Commission, lead, or participate in relevant projects at both Registry and University level that will deliver strategic change.</p> <p>Ensure best value is achieved from the use, operation and development of the service in meeting organisational business activities. Identify and lead on continuous improvement initiatives, working across the service and institution.</p> <p>To develop and maintain positive external relationships with professional associations and other stakeholder groups and bodies as appropriate.</p>

To support the Academic Registrar with the coordination, allocation monitoring and management of the allocated budget.

To participate in, convene and/or chair as required working groups to develop policies and procedures and explore issues and options relevant to areas of responsibility.



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Degree / equivalent professional qualification / significant management experience at a senior level
- Record of senior level leadership in a large, complex organisation, involving effective people and financial resource management.
- Experience of leading a higher education professional services functional team within a wider Service.
- Demonstrable experience of developing and delivering a high-quality customer focused service
- Proven record of successful delivery of key objectives/outcomes
- Demonstrable experience of identifying, developing and implementing lasting effective solutions to problems and challenges
- Excellent interpersonal skills with the ability to influence and negotiate with academic and professional services staff at all levels.
- Experience of successful management of complex projects to completion.

Desirable

Knowledge and Experience:

- Experience of working in either Casework or Academic Quality
- Understanding of the regulatory framework for HE in England.
- Experience of managing and advising on academic governance and regulatory frameworks



Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Inspiring

Role models pride, passion and experience in what they do. Acts as an ambassador both internally and externally. Engages others in the shared vision and promotes positive contributions from others.

Has commitment to the culture and purpose of the institution.

Recognises and praises the achievements of others to influence a positive culture.

Collaborative

Support a shared leadership approach which empowers others to make decisions and take accountability.

Role models, sponsors and facilitates a culture of open, collegiate, inclusive and timely communication. Adapts personal style to influence stakeholders and communicates effectively with stakeholders to build successful relationships and outcomes.

Excellent

Drives a culture of high quality support. Role model values led behaviour at institutional-, service- and team-level.

Displays a strong commitment to continuous improvement, looks for ways to improve performance and exceed targets within the service.

Takes ownership and displays resolve to be accountable for delivering against objectives.

Demonstrates honesty, loyalty and integrity.

Inspires confidence in others.

Inclusive

Leads, manages and engages a diverse workforce with a blend of working arrangements.

Values difference, diversity and inclusion and ensure fairness and opportunity for all.

Innovative

Sponsors, leads and delivers a culture of continuous innovation which improves the student experience, considering internal and external drivers.

Develops positive and innovate approaches to challenges and emerging issues.

Date Completed:

July 2023