

## Academic Registrar, Director for Academic Services

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| Department      | Academic Services   |
| Location        | Hybrid, 4 days in the Office and 1 day WFH  |
| Term            | Full-time; permanent  |
| Salary          | £76,000 to £81,000 per annum, depending on experience   |
| Benefits        | Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| Reports to      | Assistant Vice President for Academic Services and Student Engagement   |
| Line Manager to | Head of Registry, Head of Quality Assurance, and Head of Academic Support   |

## Position Overview

The Academic Registrar, Director of Academic Services, role is to provide leadership and management of the University's Academic Services' teams:

- Registry
- Quality
- Academic Support

This role will work creatively with the Assistant Vice President for Academic Services and Student Engagement, and Dean of Northeastern University London, in building relationships with the teams in London, and with the other campus teams within the global network as the University continues to grow. This includes building effective relationships and procedures with faculty - facilitating operational efficiency, effectiveness and accountability, and service excellence. This role will provide strong operational leadership and people management, including mentoring and upskilling staff. On an operational level, this role will also work closely with the Director for Student Engagement, Associate Deans for Teaching and Learning, as well as other senior managers across the University, to ensure a high-quality student experience.

This role will also have oversight of all reporting requirements, regulatory alignment and communication within the Northeastern University network to support the University's strategy, including leadership of statutory returns for external stakeholders such as DfE, OfS, OIA, Jisc, Ofsted, and ESFA.

This role will also be involved in the development and implementation of strategies, allocating and deploying staff and non-staff resources in line with agreed budgets for Academic Services' teams.

## About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

## Duties And Responsibilities

### Operational Leadership

- Support the Assistant Vice President for Academic Services and Student Engagement to propose and manage the budget for Academic Services; and the University meets the associated conditions of registration with the Office for Students and the requirements of other regulatory and professional bodies.
- In the absence of the Associate Vice President for Academic Services and Student Engagement, act as deputy which includes line management responsibility to the Director for Student Engagement.
- Provide day to day operational support and oversight to the Heads of service within Academic Services.
- Support in the hiring and management of members of staff in Academic Services with the relevant Head of service.

- Building strong relationships with University teams and the larger Northeastern global network, including being actively engaged in cross-global network initiatives to support the Northeastern and University mission and strategies.
- Provide ownership on the University's statutory returns, working with the Head of Registry to plan and deliver punctual data returns, alongside other University teams/departments, such as HR and Finance, collaborating with the Information Management team on providing accurate data.
- As Academic Registrar:
  - Have oversight of and lead on the revisions, approval, implementation and training of academic regulations and policies, collaborating with academic leadership and management, the Quality Assurance team and students.
  - Act as Secretary to Academic Board, working closely with the Chair, the Dean of Northeastern University London, to ensure the effective and efficient running of the Board,
  - Collaborating with the academic teaching and learning team, to ensure that faculty are inducted and trained in the University's regulations; academic decisions are compliant with the University's regulations; policies and procedures are followed by students and staff; and that the University regulations are compliant with the statutory requirements and follow sector best practice.
- Liaising with equivalent Northeastern University wide leadership and staff, to provide seamless academic experience to all students and to build a strong network across Northeastern University to ensure compliance with relevant Boston promulgated Northeastern regulations, where required.
- Participate in, and in some cases Chair, various University committees and steering groups commensurate with the position.
- Administer and ensure compliance with London regulations, policies and procedures, and Boston promulgated Northeastern policies and procedures as required.
- Administer and ensure compliance with local laws and regulations as required

## Staff Leadership and Management

- Provide ongoing management mentoring and coaching to staff and help facilitate their success and development.

- Lead, engage and motivate staff and actively support a positive team culture
- Provide frequent feedback, recognition and coaching to staff to ensure high performance, professional growth and development and if necessary, address unsatisfactory performance
- Plan for and support staff in career and professional development opportunities aligned with the organisation's needs
- Maintain up to date knowledge of Data Protection and Freedom of Information requirements and provide training and support to the team when policies change and/or issues arise.
- Assist staff in navigating business processes and resolving issues.

## Persons specification

### Qualifications

- Masters degree or equivalent qualification

### Desirable Criteria

- Knowledge and experience of the US higher education structure and practices, to support the University partnership with Northeastern.

### Essential Criteria

- Excellent knowledge and experience of academic services, in particular Registry, academic standards, policies and procedures and quality assurance, in the UK Higher Education sector, including reviewing and drafting regulations, policies and procedures.
- Ability to analyse and understand complex regulatory and procedural documentation.
- Experience of working with external stakeholders, such as regulators, data and quality bodies, ombudsman, and collaborative partners.
- Experience of committee membership, including acting as Chair.
- Experience of line management and providing training/coaching/mentoring for staff and/or students.
- Ability to prioritise workload, exercise excellent time-management skills, with the ability to work to deadlines,

- Excellent interpersonal skills to work with staff at all levels, including executive and board level staff, and senior academic colleagues.
- Ability to work with agility, in a positive, creative and collaborative manner, with colleagues across the University and entire global network.
- Excellent report, data analysis, and writing skills.
- Ability to securely hold and manage confidential information and display discretion, particularly when handling confidential documents.
- Excellent organisational skills.
- Ability to pay close attention to detail.
- Good IT skills, including using Word, Excel, email, Internet and VLE.

## Application Process:

Applications should be made via [this link](#) by 23:59 on **Sunday 30th June 2024**. Please reference your application **ARDAS0624**. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

**Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.**

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

**Please note that this role is eligible for visa sponsorship.**