

## Job Description

<b>Job title</b>	Academic Registry Administrator
<b>School / department</b>	Academic Registry
<b>Grade</b>	4
<b>Line manager</b>	Assistant Registrar
<b>Responsible for</b>	N/A

### Main purpose of the job

This job description sets out a range of duties that will be undertaken by the post holder. Whilst every attempt has been made to ensure that it is comprehensive, it may occasionally be necessary for the post holder to undertake certain other reasonable duties in support of the University.

The post is based at Cavendish House, Ealing Broadway, but it may be necessary to work at other sites from time to time.

- Provide administrative support for the Exceptional Circumstances and Academic Offences process
- Work as part of a team contributing to provision of effective and professional administration within the Academic Registry
- Assist in the monitoring of School and College governance processes and procedures, including Board meetings
- Organise and facilitate committees and meetings within the Academic Registry remit

### Key areas of responsibility

#### General Administration, Planning and Organisation

- Contribute to the organisation of internal and external reviews, working groups, staff development sessions and other events.
- Undertake general administrative functions necessary to support the Academic Registry, including data management and retrieval, collation and dissemination of committee papers and other documents, and working with confidential student files.
- Work with academic Schools and Colleges and across other central University departments to ensure accuracy of course and module details and documentation
- Participate in Academic Registry special projects, initiatives, and activities, to include the update of the Student Handbook, maintenance of records of Academic Registry staff development and training delivery
- Assist with the collection and maintenance of documentation relating to students, courses and Academic Registry activities, with a clear awareness of GDPR requirements and ensuring that confidential files are safeguarded;
- Respond to requests for information from both within and outside the University
- Assist in the collection of documentation and data for reviews, data returns, audit visits and other events.

### **Operation of Exceptional Circumstances and Academic Offences process**

- Process requests for Exceptional Circumstances and Academic Offences and maintain and update the Exceptional Circumstances and Academic Offences systems.
- Organise Exceptional Circumstances and Exceptional Circumstances Panels, under the supervision of the academic registry officers.

### **Committee support and servicing**

Act as Secretary where required to School and College committees, under the supervision of the line manager. To include:

- Assisting in the setting of the annual committee schedule
- Preparing committee paperwork and minuting meetings

### **General**

- Carry out all duties and responsibilities in line with University policies and procedures
- Deal positively and diplomatically with students, colleagues, and external contacts at all levels
- Take responsibility for personal development through participating in staff development activity and annual appraisal processes

In addition to the above areas of responsibility, the post holder may be required to undertake any other reasonable duties commensurate with the grade of the post as required.

### **Dimensions / background information**

Academic Registry directs and leads in all matters relating to the management of academic standards across the University, to ensure staff and students are well advised on the implementation of regulations, quality assurance systems and procedures and the monitoring of their effectiveness.

The Academic Registry is responsible for the Academic Regulations, supports schools in the ratification and conferment of University degrees and monitors activity to ensure that the University's academic standards are upheld. Academic Registry also supports external compliance arrangements, as required.

### Person Specification

Criteria	Essential	Desirable
<p><b>Qualifications and/or membership of professional bodies</b></p>	<p>Qualified to A-Level standard or above or an equivalent level qualification</p>	<p>First Degree or equivalent experience</p> <p>Membership of the AUA</p> <p>Evidence of continuing professional development</p>
<p><b>Knowledge and experience</b></p>	<p>Administrative experience</p> <p>Excellent IT skills, competent in the use of Microsoft Office, specifically Word, Excel, PowerPoint and Outlook.</p> <p>Excellent organisational and administrative skills, with experience of working with complex information.</p> <p>Experience of note taking and writing minutes and reports</p>	<p>Experience of working within a higher education institution.</p> <p>Working knowledge of student record systems</p> <p>Working knowledge of SharePoint or other web applications</p>
<p><b>Specific skills to the job</b></p>	<p>The ability to work as a flexible and effective member of a team</p> <p>Excellent communication skills, with a high standard of written and spoken English</p> <p>Capable of working under pressure and to tight deadlines on occasion.</p> <p>Good time management and organisational skills and ability to prioritise own workload.</p> <p>Attention to detail and the drive and determination to complete work to a high standard.</p> <p>The ability to deal with queries and to escalate issues as appropriate.</p>	

<p><b>General skills</b></p>	<p>The ability to observe a high level of confidentiality at all times.</p> <p>The ability to build positive working relationships and liaise confidently with people at all levels in both within and outside the University</p> <p>Strong cultural awareness with an understanding of, and commitment to, equal opportunities</p>	<p>Knowledge and understanding of General Data Protection Regulation (GDPR)</p>
<p><b>Other</b></p>	<p>Positive approach to professional development.</p>	
<p><b>Disclosure and Barring Scheme</b></p>	<p>This post does not require a DBS check</p>	

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.