

## Job Description

<b>Job title</b>	Academic Registry Officer
<b>School / department</b>	Academic Registry
<b>Grade</b>	5
<b>Line manager</b>	Assistant Registrar
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	13/02/2025

### 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 one of the University campuses and is full time on site, occasionally there may be the option for working off-site as the job requires.

The main purposes of the job are:

- To support the academic registry in all regulatory matters including implementing processes, systems and record-keeping that supports governance policies across the wider university community.
- To work with the Assistant Registrar to support School-based and central governance and committee structures.
- To support, under the direction of the Assistant Registrars, the operation of the regulations and procedures concerning academic offences, Disclosure and Barring Service, Fitness to Practice Panels Recognition of Prior Learning claims and the extenuating circumstances process.
- To work with the Assistant Registrars in preparing for external audit or inspection, working closely with the Academic Registrar.
- To support the Assistant Registrars in advising the Academic Registrar and other senior staff on issues relating to the maintenance and enhancement of academic quality, standards, governance and regulation.

### Key areas of responsibility

- 1 To support the Assistant Registrars with the scheduling, organisation, minuting and report writing for the annual cycle of School/College Boards, associated committees, and any University level committees that fall within the Academic Registry's remit.
- 2 To oversee and manage the organisation of major academic offence panels working closely with academic staff across the Schools and Colleges.

- 3 To support the implementation of the University Academic Regulations by managing and facilitating Regulatory Case work Panels (RCP) working closely with the Assistant Registrars.
- 4 To work with the Assistant Registrars on compiling statistical analysis of data related to all Academic Registry functions for reporting to University Committees annually.
- 5 To work as a team to drive efficiency and achieve departmental key performance indicators across all Academic Registry tasks.
- 6 To provide appropriate administrative support for: School/College Boards and associated committees; and panels for academic offences, fitness to practise, DBS and mitigation hearings, to include maintenance of Panel records.
- 7 To Support the Assistant Registrars to ensure the maintenance of complete documentation of all modules and courses offered by those Schools and Colleges, in line with data protection policies and CMA guidelines and in line with external audit and public information requirements.
- 8 To work with the Assistant Registrars on the updating of student facing document templates on an annual basis.
- 9 To assist the Academic Registrar and the Assistant Registrars in the organisation and delivery of staff development, including Mitigation and Academic Offences panels, External Examiner inductions and training for assessment board chairs and secretaries.
- 10 Working closely with the Assistant Registrars, to contribute as directed by the Academic Registrar to preparations for and the running of external audits, inspections or surveys.
- 11 To facilitate or support the work of University Committees or Working Groups. To contribute to the continuing development of the University's regulations, policies and processes.
- 12 To be responsible on a shared and, on occasion, rotating basis for the operation or support of one or more of the Academic Registry areas of work, to include: the Regulatory Casework Panel; fitness to practice; DBS; mitigation; academic offences; academic regulations; recognition of prior learning (RPL); external examining; data returns; and the maintenance, organisation and development of the Academic Registry's internal (SharePoint) and external webpages.
- 13 Working with the other Academic Registry Officers, become familiar with the university procurement system in raising and monitoring purchase orders/stationery orders and for processing financial matters for the Academic Registry.
- 14 To work in accordance with UWL's equality and diversity policies.

In addition to the above areas of responsibility the post holder will be required to undertake any other reasonable duties relating to the broad scope of the position at the direction of the Academic Registrar.

### **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 and supports schools in the ratification and conferment of university degrees, monitoring activity in schools to ensure the University's academic standards are upheld. Academic Registry also supports external compliance arrangements, as required.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	First degree, or equivalent	Essential	X	X	
	Evidence of continuing professional development	Essential	X	X	
	Membership of the AUA	Desirable	X	X	
<b>Knowledge and experience</b>	Previous experience of administration	Essential	X	X	
	Experience of servicing committees, minute-taking and report writing	Essential	X	X	
	Experience of external audits and reviews	Desirable	X	X	
	Experience of working in Higher Education	Desirable	X	X	
<b>Specific skills to the job</b>	Familiarity with quality assurance and regulation within UK Higher Education and a good general knowledge of the sector	Essential	X	X	
	Excellent organisational and administrative skills	Essential	X	X	
	Familiarity with student record systems, such as SITS or Unit-e	Desirable	X	X	
	An understanding of the role of Academic Registry	Desirable	X	X	
<b>General skills</b>	Excellent written and oral communication skills; able to communicate confidently and clearly with a wide range of internal and external contacts	Essential	X	X	
	The ability to analyse and summarise text and data	Essential	X	X	
	Good IT skills, commensurate with the need to write, edit, file and retrieve large, complex documents in a variety of formats	Essential	X	X	
	Able to prioritise own workload and meet deadlines	Essential	X	X	
	Experience of working with large data sets	Desirable	X	X	
<b>Other</b>	Ability and willingness to work as a flexible and proactive member of a team	Essential	X	X	

	A commitment to providing a high standard of customer service	Essential	X	X	
	The ability to respond positively to change	Essential	X	X	

**Disclosure and Barring Scheme** Is a DBS Check required:  DBS  (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**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, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.