



# Academic Registrar

## Briefing Pack – March 2019

## Introduction

The Royal Agricultural University (RAU) is going through a period of transformational change. At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,200 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds. A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries.

The RAU is working to develop our curriculum, pedagogy and in particular, to create an outstanding student experience. Our Vice-Chancellor, Professor Joanna Price, and the Vice Chancellor's Executive Group, are leading the University to deliver our strategic plan based on the four pillars of:

- To grow and diversify our student community by promoting an outstanding student experience
- To establish a sector leading Knowledge Hub
- To become a sustainable, efficient, organisation
- Develop strategic and sustainable partnership working



## The University

The RAU offers undergraduate, masters and doctoral programmes with a focus on combining academic rigor with practical application across a range of academic disciplines. Courses are managed and taught by experienced staff and specialist consultants, many of whom are still engaged in professional practice.

Students can choose from more than 30 different degrees, at undergraduate and postgraduate level. Well-established undergraduate degrees include Rural Land Management, Real Estate, Agriculture, Food Production and Supply Management, Business and Enterprise, Environment, and International Equine and Agricultural Business Management. In some subjects, there is also the opportunity for students to progress from Foundation to BSc Honours degrees. At postgraduate level the RAU offers a range of taught MSc programmes.

The University offers a stimulating learning environment designed to address the changing needs of the employment market by combining high academic standards with practically applied research, enhanced by strong industry links. As a result, the RAU produces leaders and innovators across the food and land-based industries and has a highly engaged community of alumni.

This Spring, the University has been awarded Centre of Excellence status from the Institute of Enterprise and Entrepreneurs, only the 6<sup>th</sup> UK HEI to achieve this. We have also just been shortlisted in the What Uni Student Choice Awards for Best Job Prospects, for the second year running, and for University of the Year.

## A Brief History



The University, known as the Royal Agricultural College (RAC) until 2013, was established in 1845 with Earl Bathurst as President. Funds were raised by public subscription with much of the support coming from the wealthy landowners and farmers of the day. Earl Bathurst leased a site to build the College, and construction in the Victorian Gothic style began in April 1845. Queen Victoria

granted the Royal Charter to the College in the same year, and Sovereigns have been Patrons ever since, visiting the University in every reign. His Royal Highness the Prince of Wales became President in 1982. The University motto is 'Arvorum Cultus Pecorumque'; a quotation from Virgil's Georgics meaning 'Caring for the Fields and the Beasts' and this is a major part of the University's core values today.

From its early days, the College was staffed with innovators and pioneers, and made a considerable impact on farming practice and agricultural science. The first modern degree programme, started in 1984, was a BSc (Hons) degree in Rural Land Management. The RAC had been independent of government control from its foundation until 2001, when it first received funding from the Higher Education Funding Council for England (HEFCE), allowing it to widen access to its courses to students of all backgrounds. In 2013, the Privy Council awarded the College full University Status, in recognition of its provision as a higher education institution.

## Registry

The **Registry** team is led by the Academic Registrar and covers the central functions of quality assurance, academic governance, student records and collaborative provision. Close links are maintained between the service and associated services across the University, including Student Recruitment and Marketing, Student Support, Finance, MIS and academic staff, thus ensuring an integrated and supportive service is provided for students from initial application through to graduation and beyond.

The post-holder will maintain close links with staff in all sections of the Academic Registry to ensure an integrated service is provided to both students and staff as the University moves to expand its portfolio of academic provision.

The Registry has been going through a period of challenge, culminating in a review to streamline its structures and functions to ensure it can meet business as usual requirements as well as a range of other work it is required to address. The new Academic Registrar will need to lead and manage the Registry team to settle in to its new structure, motivate the team and help the wider university to work most effectively with the Registry.

# The Role

<b>Role title:</b>	Academic Registrar
<b>Department:</b>	Registry
<b>Salary:</b>	Spot salary in the range of £54k-£60k depending on experience
<b>Job details:</b>	Full time, hours as required to perform the role
<b>Responsible to:</b>	Director for Students

## Scope of Role

Reporting to the Director for Students, this is key role in ensuring that the academic work of the University operates effectively with regard to academic governance, quality assurance, compliance with OfS and other regulatory requirements and our work with partners. The Academic Registrar will also oversee student complaints, disciplinary processes and appeals and will ensure a high level of customer service with all Registry engagement with students.

The post holder will provide stewardship of the University's academic regulations, ensuring they remain current, fit for purpose and are adhered to. The Academic Registrar will have responsibility for preparations for validating Partnership Reviews and external Quality Reviews. In addition, the post holder will have responsibility from a quality assurance and regulatory perspective, for programme validations, quality monitoring, interventions and periodic reviews.

The Academic Registrar will lead and manage designated staff, including appraisal and objective setting, and the associated activities specifically relating to academic standards and quality. They will also provide guidance and direction to senior managers and to the wider academic community ensuring that the University's reputation is protected and compliant with quality assurance, regulatory and legal frameworks and will take a lead role in driving forward quality assurance and enhancement.

## Key Responsibilities

1. To work closely with the Director for Students and the Deputy Vice-Chancellor to ensure an excellent student experience on all areas that the Registry impacts.
2. To lead and manage the Academic Registry team to ensure that staff are appropriately developed and managed to meet the strategic and operational requirements of the University.
3. To be an active participant in the University Senior Leadership Team, ensuring the operational success of the RAU.

4. To take ownership of the Academic Regulations and the governance of Academic Board and its sub-committees, ensuring that the Registry is providing an efficient and effective secretariat, and ensure that the University is operating appropriately and effectively in accordance with these requirements.
5. Take overall responsibility for the review, production, maintenance and updating of the University's academic regulations and procedures. Additionally, ensure adherence to the regulations is achieved consistently across the University.
6. To work with the Director for Students and the DVC and take operational responsibility for the University's partnerships and public, statutory and regulatory bodies (PSRBs) with respect to the approval, monitoring and review of partnerships and related provision.
7. In collaboration with the DVC and Heads of School, to manage the annual cycle of programme validations, annual quality monitoring, audit and periodic review. To provide appropriate advice and guidance related to the regulations and relevant policy contexts (e.g. OfS), to academic and service departments, with regard to curriculum development and quality assurance and enhancement matters.
8. Oversee the appointment process for External Examiners and oversee the External Examiner engagement/activity in accordance with Academic Standards and Quality Framework.
9. Take overall responsibility for all Assessment and Award Boards, ensuring they are convened, conducted, concluded and reported on according to the appropriate annual cycle, and provide advice on the Regulations and the requirements of accrediting bodies as appropriate.
10. Ensure the integrity of the Student Records System (Ellucian Quercus) and compliance with the Information Commissioner's Office (ICO).
11. Ensure that all student-facing policies and procedures are regularly reviewed and updated as appropriate and/or required.
12. To manage the process for student academic complaints, overseeing the outcomes and identifying any emerging themes, and ensure compliance with the Office of the Independent Adjudicator (OIA).
13. Ensure the reputation of the University is protected and compliant with external academic quality assurance, regulatory and legal frameworks.
14. Ensure that accurate and timely Statutory Returns are completed at the relevant points across the academic year (eg: HEFCE, HESA, UCAS, UKVI).
15. Oversee the preparations for regulatory and external stakeholder reviews e.g. Office for Students, Landex, etc.
16. To be an active and participatory member of relevant University committees and working groups, producing and presenting papers as required to a high professional standard.

17. Working with the Head of Student Recruitment, Marketing and Communications and any other relevant colleagues, to ensure the University's compliance with Competitions and Marketing Authority (CMA) regulations for all published information.
18. To promote equality of opportunity, the value of diversity and respect for all and support the development of an inclusive curriculum and wider student experience through the rigorous challenging of discrimination in all its forms and the championing of a more inclusive university community.
19. Commitment to own continuous professional development to meet the requirements of the post.
20. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the heart of what we do. Therefore all staff are expected to support key processes which enhance the student experience e.g. attendance at open days, clearing events, induction and graduation. These activities are not exhaustive and may vary from time to time.
21. Any other duties commensurate with the post.

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the University, always in consultation with the post holder.

# Person Specification

Criteria	Essential/Desirable	Method of Assessment
<b>Qualification</b>		
A UK Honours degree or NARIC recognised degree in any discipline	E	Application Form and Certificates
A relevant UK or NARIC recognised Postgraduate qualification	D	Application Form and Certificates
Membership of a relevant professional association e.g. AUA, CMI,ILM, HEA	D	Application Form and Certificates
<b>Knowledge and Experience</b>		
Extensive recent experience at Senior/Middle Management level in a Higher Education environment	E	Application Form/Selection Process
Extensive knowledge and recent experience of quality and assurance processes and procedures relating to the QAA, Academic Regulations, validations, annual monitoring	E	Application Form/Selection Process
Thorough knowledge of the policy, legislative, regulatory and constitutional frameworks within which universities operate, including developments since the transition to the Office for Students.	E	Application Form/Selection Process
Experience in the review and development of academic regulations and procedures in collaboration with relevant stakeholders	E	Application Form/Selection Process
Experience of taking a leadership role relating to the awarding of qualifications, academic appeals, academic malpractice, complaints, or disciplinary and fitness to practice procedures	E	Application Form/Selection Process
Management of external examiner processes e.g. appointments, monitoring reports and responding to issues raised	D	Application Form/Selection Process
Understanding of the issues facing small, specialist HEIs in terms of both Registry and wider university impacts.	E	Application Form/Selection Process

Proven Tier 4 knowledge and ideally experience of preparing for and facilitating UKVI audits	E	Application form/ Selection Process
Knowledge of the principles of natural justice and their application in a higher education context regarding student complaints and disciplinaries, and of the accountability placed upon higher education providers through the Office of the Independent Adjudicator	E	Application Form/ Selection Process
Proven experience in leading successful organisational change	D	Application form/ Selection Process
Possess leadership qualities together with evidence of successfully managing and motivating a team.	E	Application form/ Selection Process
Experience of working to a high level of attention to detail	E	Application form/References
High level of judgement in complex situations where there are competing priorities and a range of possible outcomes	E	Application Form/Selection Process/References
<b>Skills and Abilities</b>		
Excellent written and oral communication skills	E	Application and Selection Process
Excellent interpersonal skills	E	Application and Selection process
Excellent organisational ability and high levels of personal resilience	E	Application and Selection Process
Ability to write clear, comprehensive and analytical reports	E	Selection Process
Ability to understand, interpret and draft regulations.	E	Application / Selection Process
Ability to understand and apply regulatory frameworks.	E	Application / Selection Process
<b>Other</b>		
Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	Application/Selection Process

Be committed to the equality, diversity and inclusion	E	Application/Selection Process
Willing to work flexibly, including evenings and weekends as required	E	Application/Selection Process
Be committed to continuing professional development	E	Application/Selection Process

## Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously.

### Supporting Our People

We believe in investing in development and happiness at work and have a good range of benefits for our people which include:

#### General Working Benefits

- Magnificent historic offices and grounds in the Capital of the Cotswolds
- Free and guaranteed parking on campus
- Complimentary hot beverages throughout your working day
- Subsidised three-course lunches for only £5.00
- Complimentary shuttle bus from campus to Cirencester Town Centre
- Free Library membership with access to 1,000s of print books and journals

#### Reward and Recognition

- 30 days per annum and 8 statutory bank holidays. In addition, a week's holiday during the Christmas closure period is given at the Vice-Chancellor's discretion
- Learning and development opportunities
- Long service award – at 25 years, we give you a cash sum

#### Financial Benefits

- We offer a competitive salary to attract and retain great people.
- If you become ill, you are entitled to our sickness pay benefit scheme after a qualifying period of six months
- Access to RAU Car Share scheme
- Childcare vouchers

## Health and Family Benefits

- We'll do everything we can to help you find a healthy work-life balance. Our people can sometimes work flexible work patterns i.e. in job shares and part-time
- Our Employee Assistance Programme ensures you have unlimited access to a 24-hour free, confidential telephone helpline. The service gives you free advice on a wide variety of issues such as legal and financial information and counselling services
- Free membership to gym on campus
- Cycle to Work scheme
- Occupational Health Service
- Free annual flu vaccination
- Eye care vouchers for eye examinations and contribution toward VDU glasses

## Pension Schemes

- Aviva defined contribution pension scheme

## Application Process:

For more information about the role please visit [www.minervasearch.com/rau](http://www.minervasearch.com/rau)

To apply, please send a cover letter and CV to [rau@minervasearch.com](mailto:rau@minervasearch.com) by no later than the 23rd April 2019.

For a confidential conversation about the role please contact [rau@minervasearch.com](mailto:rau@minervasearch.com)