

<b>Organisation:</b>	Luminate Education Group - University Centre
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds Conservatoire
<b>Core Job Role:</b>	Member of HE Registry management team
<b>Job Title:</b>	HE Registrar
<b>Reports to:</b>	Group Director of HE Quality and Standards
<b>Grade</b>	SP 40
<b>Date of compilation:</b>	04/10/23

### ROLE SUMMARY:

This role is to provide leadership in relation to administration of Registry services within Luminate Higher Education (University Centre Leeds and Leeds Conservatoire). The post holder will manage, review and update all relevant policies and ensure Academic Regulations are fit-for purpose, take account of best practice, and are consistently applied. The post holder will have a key role in the administration and compliance relating to international students and set out by UKVI.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Play an integral role in the HE quality assurance processes including academic standards and quality of teaching and learning
2. Co-ordinate the Curriculum Areas in their pursuit of continuous quality improvements & excellence
3. Liaise with external agencies e.g. awarding bodies and the Office for Students
4. Liaise with appropriate officers of Luminate Education Group on matters related to HE;
5. Lead the administration of HE Registry services, line managing members of the team through appropriate line-management arrangements;
6. Informing and advising on regulatory aspects of HE, providing regulatory advice to course and service teams, and including compliance with UKVI legislation;
7. Monitor the preparation of examination papers, the scheduling of assessments and the presentation of evidence to the relevant Examination Boards;
8. Manage the External Examiner process, including training and liaison;
9. Initiate and manage the course portfolio, including overall academic planning, development, validation, modification, periodic review, and evaluation;
10. Promote a supportive attitude towards students, including maintenance of relevant information on the VLE;
11. Manage, review, and update all relevant policies and procedures, ensuring that Academic Regulations are fit-for-purpose and are consistently applied, and inform the Principal/Dean of Higher Education of policy issues affecting the provision;

12. Play a major role in the preparation for internal and external review, e.g. reports relating to student management information, statistical information/returns, corporate documentation related to the provision, audits, OfS, QAA, Annual Review, peer review, periodic review;
13. Promote and monitor RPL across the provision;
14. Support the Principal/Dean of HE in maintaining standards and enhancing the provision;
15. Deliver training sessions to support the above activities;
16. Have oversight of all aspects of quality assurance, including management, development, implementation, monitoring and review of systems and procedures to ensure an efficient and co-ordinated approach to all aspects of quality assurance and enhancement.

#### **CORE RESPONSIBILITIES:**

17. People Management: Undertake all duties that ensure effective people and talent management strategies are in place, to lead and develop a successful, autonomous and high performing team, that reaches targets and proactively demonstrates the organisation's Values and mission, whilst taking ownership of their remit.
18. Leadership: Cultivate and embed a positive learning culture for staff and students. Support and influence colleagues and peers to contribute effectively to the strategic aims of Luminate, ensuring that local, regional and national priorities are met, to secure outstanding outcomes for students and employers. Role model desired behaviours and champion diversity, inclusion and innovation.
19. Financial Responsibility: Ensure the effective and efficient management of budgetary responsibilities in accordance with Luminate's financial regulations, to ensure the Department is efficiently run and delivers its financial contribution targets. Maximise innovative funding opportunities relevant to the department, including project income.
20. Student enrolment: Lead an exciting and engaging enrolment process. Ensure that IAG, transition, interview and enrolment are effective, and resources are provided to ensure students are adequately supported.
21. Induction & integration: Ensure the highest standard of quality advice, guidance and induction are provided, so that students are supported effectively, and progress onto the right course, resulting in attaining a sustained positive destination. Ensure that students integrate well into student life, they have a voice and are aware of networks they can participate in.
22. Driving standards: Ensure that student retention, success, value added / distance travelled and progression rates within the department exceed national average year-on-year. Ensure effective quality assurance measures are adhered too, in accordance with guidance from the Quality team.
23. Student engagement/enhancing the student experience: Motivate and inspire students to achieve and develop their skills to enable progression. Facilitate and support the input of the student voice opportunities and actively seek projects and support to ensure students enjoy their time at Luminate, have fun and gain valuable life skills.
24. Equality, Diversity & Inclusion (EDI): Create an inclusive culture, which recognises and ensures proactive responses to support the vulnerabilities and risks which affect some students. Liaise with Student Life services including safeguarding, student experience and

mental health and wellbeing to ensure effective support and smooth transition into higher education and onward to future destinations.

26. External engagement: Liaise and network with local authorities, government agencies, sector specialist groups and other relevant stakeholders to ensure that future planning for the specific student provision, is in place.
27. Intelligence gathering/analysis work: Undertake root cause analysis to address areas of change, whilst using evidence based methodologies to choose directions of travel and effective planning techniques. Utilise workforce and engagement data to effectively raise satisfaction levels and performance. Prepare and produce detailed reports, as appropriate.
28. Collaboration/planning/cohesion: Support the sharing of skills to other team members through workshops or other CPD activities. Proactively engage in cross group project work, aligned with strategic and innovative projects that enhance the student and staff experience which may also raise the profile of the organisation.
29. Commitment to driving continuous improvement: Actively promote continuous improvement methodologies, including participation in curriculum and Luminate self-assessment reports, inspection preparation, quality audits and process reviews.
30. Support senior management and deputise as appropriate. |

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	HE Registrar
<b>Department</b>	HE Registry (University Centre Leeds and Leeds Conservatoire)

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A/C
D	Q2. Relevant recognised professional attainments.	A/C
D	Q3. Professional level 4 qualification and/or degree.	A/C
E	Q4. Degree or equivalent	A/C
D	Q5. Masters or other relevant Postgraduate Qualification.	A/C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Sound relevant and up to date knowledge of HE quality processes and requirements	A/I/P
E	EK2. Proven experience of managing or coordinating a team	A/I
E	EK3. Thorough and up to date knowledge of Government policy in relation to higher education	A/I/P
E	EK4. Experience of working with higher education academic regulations	A/I
E	EK5. Experience of liaising with external bodies e.g. HEIs, External Examiners	A/I
E	EK6. Knowledge of the HE Regulatory Framework and relevant review methods	A/I/P
D	EK7. Proven experience managing and utilising data to inform quality improvement, including planning, monitoring and reviewing	A/I/P
D	EK8. Experience of successful administration and management of financial budgets	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication and interpersonal skills which can be adapted to meet the needs of a range of audiences including students, colleagues and other partners.	A/I/P
E	SC2. Able to develop, implement and coordinate plans, with a solution focused, evidence based approach to decision making	A/I

E	SC3. Able to stay calm and work under pressure.	A/I
E	SC4. Able to work well both as a member of a team and using own initiative	A/I
E	SC5. Accurate and objective record keeping	A/I
E	SC6. Ability to prioritise and manage time.	A/I
D	SC7. Manage 'necessary' performance conversations with confidence.	A/I
D	SC8. Promote initiatives that continually improve the student experience and service provisions.	A/I
E	SC9. Foster an inclusive working environment that promotes equality, fairness and respect	A/I
E	SC10. Foster a culture of reviewing and improving current practice, using reflection to identify areas for development for self, colleagues and service provision.	A/I
E	SC11. Able to review current systems and develop a process for continued innovation and improvement.	A/I
<b>Behavioral, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I