

## **Assistant Registrar (Placements, Exchanges and Governance)**

**Job Ref: REQ230988**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Background**

#### **The Academic Registry**

The Academic Registry is responsible for central student and programme administration at the University and supports the work of the University's academic Schools, governance, and academic decision-making processes. It has three sections, the Student Office, the Programme Quality and Teaching Partnerships Office, and the Doctoral College Office.

Further information on the Academic Registry is available here: <http://www.lboro.ac.uk/services/registry/>

Further information on Programme Quality and Teaching Partnerships is available here:

<https://www.lboro.ac.uk/services/registry/pqtp/>

#### **About the Programme Quality and Teaching Partnerships Office**

The Programme Quality and Teaching Partnerships (PQTP) Office provides central administrative services supporting the development and implementation of the University's education and student experience strategy as well as policies and procedures which enable the University to meet its responsibilities for the assurance of academic standards and quality in relation to taught programmes (including programme and module approval and review procedures).

The remit of the Office includes quality assurance and key operational aspects of collaborative provision, student exchanges and placements, in addition to more traditional delivery on the University's campuses. As well as some committee servicing, staff of the PQTP Office also carry out duties related to student rights and responsibilities, for example, procedures for academic appeals, Freedom of Information requests, student complaints and student discipline. Whilst staff have their own key areas of responsibility, the majority of the team (including this post) contribute in addition to student case handling at peak times of the year.

#### **Placements and International Study Exchanges**

Sandwich year placements and international study exchanges have for many years played a key role in the stimulating and developmental experience which Loughborough offers its undergraduate students. We are now also see increasing development of shorter accredited work experiences and extension of opportunities to postgraduate taught students. We anticipate that activities in this area will continue to develop and grow, representing essential vehicles for delivery of our current University Strategy Building Better Futures, Together and in particular the Education and Student Experience core plan, led by the PVC (Education and Student Experience).

Following a review, the University is repositioning its professional support for placements and exchanges. Operational delivery by academic Schools will be led and co-ordinated through a partnership between the Careers Network and the Academic Registry, with each University-level service playing to its strengths. In addition, the Global Engagement team will contribute to the development of new exchanges partnerships as part of the overall International Engagement and Partnership core plans of the Strategy.

The Academic Registry will manage policies and administrative procedures related to placements and exchanges working with academic Schools and Learning and Teaching Committee under the overall remit of the PVC (Education and Student Experience). Working with academic Schools, the Registry will also set the framework for efficient administration of records of placement and exchange activity, including application for and disbursement of

funds from the government Turing scheme. In addition, Registry are responsible for ensuring that compliance is achieved with both internal policies (e.g. relating to meetings with students on placement, the recognition of academic achievement) and external compliance requirements (e.g. UKVI compliance, HESA reporting and Turing scheme compliance). Staff based in Programme Quality and Teaching Partnerships will lead the Registry contribution but will work closely with colleagues in Student Records and Operations in relation to matters such as the overall student record, data for statutory returns and student immigration compliance.

## **Job Description**

### **Job Grade**

Management and Specialist Grade 7

### **Job Purpose**

Based within the Programme Quality and Teaching Partnerships Office (PQTP) in Academic Registry, this post is a key management position with responsibility for operational processes relating to the University's student placements and international student exchange opportunities. The post holder will also contribute to a range of regulatory procedures relating to individual student rights and responsibilities and service one of more of the University's Committees.

### **Job Duties**

#### **1. Placements and Exchanges**

- a) To lead and be accountable for the development and delivery of effective, efficient and compliant procedures for the operational student administration of accredited placement and exchange experiences for taught students, working closely with academic Schools, other Registry staff and the Careers Network. This may also include project work with a range of Professional Services.
- b) To act as the University's senior expert on placement and exchanges academic policy, student administration and on the Turing funding scheme.
- c) To lead and be accountable for the development and delivery of effective, efficient and compliant procedures for incoming study exchange student administration working with academic Schools, other Registry staff, Admissions and Global Engagement.
- d) To lead and manage the Registry Placements and Exchanges team of five staff (including the postholder), setting priorities across the annual cycle of work and recognising the contribution team members make to other Registry activities as well as staff recruitment, overall development and performance management of the team. This will include direct line management of two staff (MA6 and AD5).
- e) To work with colleagues in the Careers Network on the joint leadership and co-ordination of the Placements and Exchanges staff (academic and professional service) based in academic Schools, building effective networks with colleagues across the University and across the sector.
- f) Working with colleagues in the Careers Network and academic Schools, to ensure the University's overall placements and exchange support provides an accessible and high-quality service to students, inspiring them to make the most of the opportunities to broaden their experience.
- g) Should serious unforeseen events occur where placement or exchange students are located in the UK or internationally, to ensure appropriate support and guidance is provided to students in a timely way, to protect their safety and minimise risks.
- h) To manage delivery of and be accountable for the University's annual bids, disbursements to students and reporting for the Turing scheme, ensuring compliance with internal and external requirements whilst maximising the benefits for the University and for individual students.
- i) To manage delivery of and be accountable for the agreed University funding to support access to placement and exchanges experiences for students from disadvantaged groups.
- j) To work closely with colleagues in Global Engagement and academic Schools on the development of new study exchange opportunities and their promotion to prospective students.
- k) To be responsible for the overall implementation, review and updating of University Regulation XI governing academic awards for placement and exchange experiences, the University's Student Placement Charter and the terms of formal exchange agreements with study abroad partners.
- l) To contribute to and be accountable for the University's participation in and delivery of relevant external initiatives, currently including the UNITECH international placement and exchange scheme.
- m) To ensure placement and exchange modules and their assessment are reviewed and are as consistent as possible, and that relevant good practice is shared.

- n) In the most complex cases of a dispute with a placement or exchange partner, to provide expert support and guidance to academic Schools and individual students.

## **2. Student Regulatory Issues**

To contribute to the delivery of procedures relating to student rights and responsibilities. In the first instance, this will include the academic appeals procedure for taught students (Regulation XIV). The role includes consideration on behalf of the Academic Registrar and extensive correspondence with students and Academic Schools. This will be a significant part of the role during the period July to October.

## **3. Committee Servicing**

The post-holder may be allocated one or more University Committees for which they will act as Secretary, agreeing agendas with the Chair, collating papers, taking minutes and ensuring follow up actions are completed.

## **4. Other Duties**

Contributing to the leadership and support of colleagues in PQTP and the wider Academic Registry, as well as colleagues in Academic Schools responsible for student and programme administration.

Other duties and project work as may be determined by the Head of Programme Quality and Teaching Partnerships and the Academic Registrar.

## **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. Although the post currently does not directly line manage any staff, the postholder does take a significant role co-ordinating the contributions of a range of colleagues and it is possible that direct line management may be involved in the future.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Head of Programme Quality and Teaching Partnerships.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/ Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial professional education administration experience including awareness of operational processes across the student life cycle and academic quality assurance matters with in depth knowledge of at least one of these areas	1, 3
	Experience of interpreting and implementing regulatory and procedural frameworks in an education context including ongoing monitoring of performance using data and other indicators	1, 3
	Some experience of working with external partner organisations, ideally both education and other types of partners	1, 3
	Experience of managing, motivating and developing staff to achieve results.	1, 3
Skills and abilities	Excellent interpersonal, communication and negotiation skills (both written and oral), working with colleagues from a wide variety of backgrounds and with different perspectives	1,2,3
	Ability to lead and inspire staff, working effectively and collaboratively as a leader or team member in a range of multi-skilled and cross-service teams to achieve institutional goals	1,3
	Excellent organisational and time management skills, including proven ability to prioritise a complex and busy workload	1,2,3
	A proactive and flexible approach, including a proven ability to use own initiative and work autonomously with limited management direction	1,3
	Excellent problem-solving skills and a proven ability to master new areas of knowledge and skills rapidly and independently	1,3
	Excellent analytical and numeracy skills including the ability to present quantitative and qualitative information effectively and concisely to a range of audiences in appropriate formats	1,2,3
	Excellent practical IT skills and an interest in the application of IT to the presentation of complex information and the improvement of business processes.	1,2,3
	Proven ability to challenge professionally and influence others including senior colleagues	1,3
	High level of cultural sensitivity	1,3
Training	Be committed to, and actively participate in, a programme of continuing personal and professional development.	1, 3
Qualifications	Strong educational background including at least a second-class honours degree (or equivalent), or relevant work experience at an equivalent level	1, 3
	Minimum grade C or 4 in GCSE English and Maths, or equivalent	1
Other	Appreciation of the importance of and commitment to equity, diversity and inclusion.	1, 3

	Commitment to excellence and to the continuous improvement of the services for which the postholder is responsible	1, 3
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#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of the administration of placements and/or exchanges arrangements in higher education	1, 3
	Experience of procedures relating to student rights and responsibilities	1, 3
	Experience of leading staff in cross-functional teams without line management responsibility	1, 3
	Project management experience	1, 3
	Experience of formulating institutional policies and guidance	1, 3
	Experience of servicing a committee or similar body	1, 3

### Conditions of Service

This is a full-time permanent position. Salary will be on Management & Specialist Grade 7, £45,585 to £54,395 per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>