

<b>Job Description:</b>	<b>Registrar</b>
<b>Reports to:</b>	Academic Secretary, Director of Academic Support (member of the Executive Team)
<b>Line management responsibilities:</b>	Compliance & Reporting Officer Programme Administrators
<b>Key relationships:</b>	Registry Team, Faculty, Executive Team, IT and Finance Team

London School of Theology (LST) is a world class institution which exists to serve the world-wide church by educating individuals, equipping local churches and engaging in leading research. Over the last twelve months the School, under the leadership of its Principal and Executive Team, has developed a new strategic vision for 2019–2025. This is a strategy for growth, consolidating LST’s position as the largest evangelical interdenominational theological college in Europe.

The post of Registrar is a senior role within LST. Reporting directly to the Academic Secretary, Director of Academic Support, the post-holder is responsible for developing people, systems and processes to facilitate compliance with internal policies and regulations, as well as external regulatory requirements.

The Registrar has a number of key roles:

- Secretary to the Research Ethics Committee, Academic Misconduct Panel, Accreditation of Prior Learning Committee and Assessment Boards.
- Minute Secretary to the Academic Board.
- Lead Officer for National Student Survey and Graduate Outcomes Survey.
- Institutional Lead for UK Visas and Immigration and Office of the Independent Adjudicator.
- Disability Officer.

In addition, the Registrar actively supports the activities of the following committees:

- Academic Board - the senior academic committee of the institution, responsible for delivering the academic mission of the institution.
- Programme Boards – forums which facilitate programme development and the student voice.
- Pastoral Care Committee – which organises and monitors the pastoral care offered to students.
- Scholarships & Bursaries Committee – which facilitates the provision of financial support for students.
- Organisational Management Group - a senior level forum for faculty and staff to problem solve, communicate and enhance the School’s operational efficiency.
- IT Projects Group – which guides the procurement and implementation of a number of key IT Projects including a new Student Information System.

The post of Registrar is set within the context of a regulatory environment that is governed under the Higher Education and Research Act 2017. In this respect, LST has applied for registration with Office for Students; the post-holder will play a key role in the development of LST’s response to this emerging regulatory environment. Further, the post-holder will be of crucial support to the Academic Secretary, Director of Academic Support not least to ensure that LST meets the ongoing registration conditions of Office for Students but to implement systems and processes to assure quality, meet ongoing reporting requirements and support students to access, succeed and progress from higher education.

The post-holder will be an experienced manager of people; key duties will include:

**Registry leadership:**

- Lead the Registry Team to deliver high quality Registry services across the student life-cycle from enrolment to graduation.
- Lead, manage and develop staff to provide a professional and developmental working environment.
- Maintain and develop appropriate systems to accurately record student data and facilitate document retention.
- Provide and continuously improve management information including data, trends and forecasting.

**Internal policies and regulations:**

- Lead and manage the Registry Team to deliver programme and student support for learning, teaching and assessment (including facilitating the marking and feedback process and examinations).
- Implement processes to monitor, manage and report:
  - Student enrolment, disability and educational needs.
  - Attendance and requests for extenuating circumstances.
  - Student appeals, disciplinary matters and complaints.
- Collaborate with colleagues to produce the following academic enablers:
  - Institutional calendar.
  - Freshers' week timetable.
  - Academic timetable.
  - Student handbooks.
  - Assessment schedule.

**External regulatory requirements:**

- Report to regulatory bodies as required; this will include using recognised data portals (including Office for Students, HESA, National Student Survey, Graduate Destinations) as well as producing written reports.
- Facilitate compliance and inspection visits for regulatory bodies including Office for Students (particularly QAA), Middlesex University, UK Visas and Immigration.
- Facilitate compliance with Middlesex University Regulations including in relation to academic administration, validation of programmes / modules and appointment of External Examiners.
- Deliver the National Student Survey and co-ordinate the institutional response.
- Deliver the Graduate Outcomes Survey and co-ordinate the institutional response.
- Ensure compliance with the requirements of LST's UKVI Licenses; this will include implementing systems to efficiently process applications (including issuing CAS/COS numbers), maintain appropriate records and documentation and monitor student attendance.
- Report to the Office of the Independent Adjudicator and respond to complaints in accordance with the regulations.
- Ensure students are supported in terms of disability and educational needs.
- Facilitate voter registration and manage the institutional response for Transport for London.

**As a valued member of the LST community, the post-holder will be required to:**

- Participate in chapel and community prayer groups.
- Attend and support School events including Graduation Day and the Laing Lecture.
- Undertake any other duties as reasonably required by the Academic Secretary, Director of Academic Support.

<b><u>Registrar - Person Specification</u></b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at Application (A) Interview (I)</b>
<b>Qualifications:</b>		
A first degree.	E	A
A relevant post graduate qualification in administration, education or theology.	D	A
<b>Strong:</b>		
Experience of the higher education sector including sector norms in respect of academic delivery, regulatory context, UKVI and recruitment and admissions processes.	E	A/I
Expertise developed in at least one senior role in higher education (preferably a similar role).	E	A/I
Experience gained through roles that have delivered academic programme administration.	E	A/I
Experience and expertise gained while facilitating or actively involved in the committee structure of a higher education establishment.	E	A/I
Experience of people management and people management processes.	E	A/I
Expertise gained through working with regulatory bodies including QAA, HEFCE, HESA, HEAPES, UKVI and Student Loans Company.	E	A/I
Experience of coordinating the National Student Survey.	E	A/I
Experience of coordinating the Graduate Outcomes Survey (or its predecessor, Destinations of Leavers from Higher Education, DLHE).	E	A/I
Experience gained through delivering student support services.	E	A/I
Experience of data governance including data protection issues.	E	A/I
<b>Key skills:</b>		
Clear and concise oral and written communication skills.	E	A/I
Able to respond well to direction.	E	I
Methodical, analytical and disciplined.	E	I
<b>Key personal qualities:</b>		
Known by others as loyal and friendly.	E	I
Calm, thoughtful and polite to all people.	E	A/I
A desire and ability to learn, grow and develop.	E	I
<p>London School of Theology is a Christian college and, as such, it is a requirement of the Person Specification that the post-holder must be in sympathy with the Christian ethos, aims and objectives of the School.</p>		

<b>Additional information:</b>	
<b>Salary:</b>	Dependent on experience.
<b>Hours:</b>	35 hours per week with one-hour break for lunch (1.0 FTE). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.
<b>Holiday:</b>	27 working days plus Bank Holidays.
<b>Probation:</b>	The appointment is subject to a probationary period of twelve months.
<b>Notice:</b>	During the twelve-month probationary period, one month's notice may be given in writing on either side. After this period, three calendar months' notice is required on either side.
<b>DBS:</b>	A satisfactory DBS declaration is required before taking up the post.
<b>Date of appointment:</b>	It is intended that the post-holder shall take up the post as soon as possible and ideally by Monday 4 <sup>th</sup> March 2019 however a successful candidate who is able to start before this date will be warmly welcomed.
<b>Application process:</b>	<p>Interested applicants are invited to have a conversation with the HR Officer prior to applying.</p> <p>A CV and letter of application (in which you specifically state how you meet the requirements of the Person Specification) should be submitted to:</p> <p>The HR Officer London School of Theology Green Lane, Northwood Middlesex HA6 2UW</p> <p>Email: <a href="mailto:recruitment@lst.ac.uk">recruitment@lst.ac.uk</a> Tel: 01923 456000</p>
<b>Selection process:</b>	<p><b>Closing date for applications:</b> Monday 10<sup>th</sup> December 2018.</p> <p><b>Interview shortlisting and notification to potential candidates:</b></p> <p>By Friday 14<sup>th</sup> December 2018.</p> <p><b>Interview date:</b> Tuesday 8<sup>th</sup> January 2019. Please note that applicants will be required to make a presentation as part of the interview process.</p> <p><b>Second interview date:</b> Tuesday 15<sup>th</sup> January 2019.</p>