

Job Description:	Assistant Registrar – Postgraduate Provision
Reports to:	Academic Secretary, Director of Academic Services (member of the Executive Team)
Line management responsibilities:	PGT Programme Administrator (0.5)
Key relationships:	Head of Research (HoR), Executive Team, Registry Team, PGT Programme leaders, IT and Finance Team
Type of contract:	Permanent

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We have a bold vision of **Forming Disciples, Resourcing Churches, Impacting Society**.

Reporting directly to the Academic Secretary, Director of Academic Services, the post-holder is responsible for developing, systems and processes to facilitate the development and management of postgraduate research and taught degrees; compliance with internal policies and regulations, as well as external regulatory requirements including Office for Students.

The post of Assistant Registrar-Postgraduate Provision 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 been admitted to the Register of Higher Education Providers and, as such, is regulated by Office for Students.

The post-holder should have experience of managing people; key duties will include:

- Work closely with the Head of Research (HoR) and the Executive team to ensure the successful delivery of the School's Research strategy and policies for postgraduate students.
- Supporting the HoR with the development and implementation of initiatives which impact and enhance the student experience for postgraduate research students.
- Deliver an efficient and effective end-to-end processes and high-quality management information, liaising with Middlesex University, in order to inform high quality decision making.
- Managing the effective delivery of postgraduate research recruitment and admissions, assessment, programme support, quality assurance and student support for PGR students, ensuring the integrity of student records, contributing to the streamlining of activities, planning the effective use of resources to meet key priorities and challenges.
- Develop the Student information system (SIS) to capture the postgraduate life cycle, in order to enable accurate tracking of PGR student progression, alerting staff and students to progression deadlines in order to ensure timely completion of PGR students.
- Manage the Researcher Development Training Programme, liaising with the HoR and ASDAS to ensure the quality of content and delivery of individual training sessions and take action to improve standards where necessary.
- Maintain and develop appropriate systems to accurately record postgraduate student data and facilitate document retention.
- Line manage the Postgraduate Taught Administrator, and take a lead role in advising on the development of SIS for Postgraduate Taught programmes and assessments.
- Act as Secretary to the Research Degrees Committee, preparing agendas, taking minutes and necessary paperwork to inform decision making.
- Manage all aspects of the PGR assessment process from submission of thesis, to coordinating the viva process and liaising with external examiners over paperwork.
- Supporting the HoR in the planning and management of the annual LST Research conference, Faculty research seminars and research student residential weeks.

Internal policies and regulations:

- Manage the PGT Programme Administrator, liaising with the Programme Leaders for Masters Programmes as needed, to ensure the efficient delivery and support of postgraduate taught programmes, including learning, teaching and assessment (including oversight of the marking and feedback process).
- Implement processes to monitor, manage and report on:
 - o Student enrolment, disability and educational needs
 - o Requests for extenuating circumstances and extensions
 - o Student appeals and disciplinary matters
- Collaborate with colleagues to produce Student Handbooks for PG programmes.
- Collaborate with Colleagues to provide the delivery and support for postgraduate experience surveys (PRES and PTES).

External regulatory requirements:

- Work closely with the Compliance and Reporting Officer to facilitate compliance with the requirements of regulatory bodies including Office for Students, Middlesex University and UK Visas and Immigration (UKVI).
- Collaborate with colleagues to ensure compliance with the requirements of LST's UKVI Licenses; this will include implementing systems to maintain appropriate records and documentation and monitor student attendance.

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 Services.

Assistant Registrar - Person Specification	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Qualifications:		
A first degree or equivalent work-based experience	E	A
A relevant post graduate qualification in administration, education or theology.	D	A
Strong:		
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).	D	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.	D	A / I
Experience of people management and people management processes.	E	A / I
Expertise gained through working with regulatory bodies including QAA, OFS, HEFCE, HESA, HEAPES, UKVI and Student Loans Company.	D	A / I
Experience gained through delivering student support services.	E	A / I
Experience of line managing others.	E	I
Experience of data governance including data protection issues.	D	A/I
Key skills:		
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
Advanced Excel skills	E	I
Proficient in using and developing databases such as the Student Information System	D	A
Key personal qualities:		
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

Terms of Employment:

Salary:	£34,000 - £36,000 per annum dependent on experience.
Hours:	1.0 FTE (35 hours per week). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.
Holidays:	24 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly. LST is closed between Christmas and the New Year and this is given as additional leave.
Pension:	Eligible to join the School's pension scheme (5% employer's contribution).
Notice:	During the six month probationary period, one week's notice must be given in writing on either side. After this period, one calendar month's notice must be given in writing on either side.

Additional benefits include life assurance, sick pay after qualifying period, free on site parking and discounted meals.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date:

Applicants should send the following to the HR Manager (recruitment@lst.ac.uk) as pdf documents attached to an email:

- a. Covering letter of application stating why the role is of interest and how the requirements of the Person Specification are met
- b. Curriculum vitae
- c. List of three referees (these will not be taken up without the applicant's permission)

Interview date:

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by a video call with second stage interviews taking place at our site in Northwood.