



Job title	Deputy Director of Registry and Academic Affairs	Job family and level	Administrative, Professional and Managerial Level 7
School/ Department	Registry and Academic Affairs	Location	University Park, Nottingham

Purpose of role

Working closely with the Director of Registry and Academic Affairs this is a proactive leadership role, designed to support the continual development and evolution of outstanding student journey and academic services. The role plays a crucial role in enhancing the experience of University of Nottingham students and supporting them to achieve their goals.

The purpose of the role is to lead the development and implementation of departmental strategy, delivering relevant programmes of work and core operational aspects of the service through effective engagement and collaboration; ensuring that individuals have the support they need and the capabilities to deliver.

The role holder is responsible for operational decisions which impact across the whole of Registry and Academic Affairs including Finance, HR and Health and Safety issues and to provide quality assurance for operational arrangements.

The role holder is required to build and optimise relationships with senior leaders across the University, attend University senior leaders events, represent Registry and Academic Affairs on senior University and Faculty boards and committees, and to seek out and manage strategic partnerships.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Strategy development & business planning</p> <ul style="list-style-type: none"> ▪ Work with the Director of Registry and Academic Affairs, senior management team, senior colleagues in UNNC and UNM, and University stakeholders, to develop departmental wide strategy. Coordinating inputs from colleagues; simplifying, standardising and enhancing services; drawing on good practice from elsewhere; and ensuring alignment with University strategy and priorities. ▪ Provide leadership and direction to ensure the management and delivery of strategic projects and activities initiated by the Director of Registry and Academic Affairs. ▪ Lead on the planning and delivery of business activity, feeding this into the education and student experience and professional services agenda and ensuring an appropriate fit with both departmental and university strategy. 	20%

	<ul style="list-style-type: none"> ▪ Steer the design and implementation of frameworks and ways of working that ensure service quality and improvement across Registry and Academic Affairs. ▪ Manage annual planning and budgeting in line with University strategy and constraints. ▪ Be accountable for meeting departmental KPIs and service standards. 	
2	<p>Programme and project management</p> <ul style="list-style-type: none"> ▪ Lead the planning and delivery of departmental programmes and projects, in alignment with strategy. ▪ Ensure appropriate governance and reporting mechanisms are in place and manage project resources and finances appropriately. ▪ Act as sponsor for a range of projects, both within and outside of Registry and Academic Affairs, operating across the range of University activities. ▪ Represent Registry and Academic Affairs on relevant programme boards across the University. ▪ Steer the scope and shape of work, ensuring development of cross-department links, and that resources are prioritised in line with strategy. ▪ Lead on continual improvement, utilising lean techniques to ensure efficiency and effectiveness of processes. ▪ Ensure that change work delivers benefit and new capability, and that Registry and Academic Affairs continually evolves and operates effectively, and provides appropriate services to the University community. 	20%
3	<p>People</p> <ul style="list-style-type: none"> ▪ Provide excellent line management and leadership to senior staff, ensuring appropriate objectives are set and that developmental needs are met, whilst maintaining strategic focus. ▪ Continually consider the optimisation of staff resource across sections to maximise Registry and Academic Affairs' ability to deliver strategic goals. ▪ Act as a role model, working to embed the Registry and Academic Affairs ways of working and behaviour framework. ▪ Take a lead role within the Registry and Academic Affairs senior management team, making a valuable contribution to the ethos of collective leadership, providing constructive challenge and promoting continued excellent team performance. ▪ Take ownership and leadership of staff engagement within the department, working to identify and understand staff concerns and provide appropriate support and mitigation. 	20%
4	<p>Core operations</p> <ul style="list-style-type: none"> ▪ Develop, implement and resource the delivery of the Registry and Academic Affairs with particular responsibility for curriculum approval and review; timetabling; student record management; registration and enrolment; assessment, progression, attainment 	30%

	<p>and qualification; and the design and application of University policy, processes and systems.</p> <ul style="list-style-type: none"> ▪ Guide the use and development of the University's student record system working in partnership with other stakeholders in this area. ▪ Ensure that the University complies with the relevant legislation, regulations and ordinances with regard to all its matters of academic administration, processes and procedures ▪ Provide leadership of the core operational aspects of the department, including health and safety, training and development, facilities, business continuity, risk management and performance management. 	
5	<p>Relationships</p> <ul style="list-style-type: none"> ▪ Enable and maximise relationships across the University. Create and build upon existing networks with University leaders, providing a credible voice at a senior level. ▪ Work in close partnership with senior Faculty colleagues to deliver high quality services across structural boundaries. ▪ Build and maintain excellent relations with the University of Nottingham Students' Union, ensuring constructive and participative engagement, and effective student voice ▪ Provide a valuable contribution to the professional services network, working collaboratively with colleagues and maximising opportunities for Registry and Academic Affairs to work in partnership with other departments. ▪ Keep abreast with HE sector best practice. ▪ Deputise for the Director in overall leadership of Registry and Academic Affairs: <ul style="list-style-type: none"> – Planning and chairing senior and leadership meetings and events, in the absence of the Director. – Manage any high level issues within the department, ensuring the safety of staff and service users, and business continuity. – Represent Registry and Academic Affairs at any University senior staff committees or meetings, and the University at external boards and groups. 	5%
7	Any other duties appropriate to the grade and role.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent leadership and management skills including strategic planning, project and people management. ▪ Excellent oral, written and interpersonal communication skills with the ability to influence and communicate with senior staff, colleagues and external organisations at all levels. ▪ Proven ability to make independent and robust decisions. ▪ An effective leader, with ability to motivate and inspire individuals to perform at their best. ▪ Ability to prioritise and to schedule workloads in the face of conflicting demands. ▪ Emotional intelligence, agility and flexibility. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Significant experience in a senior leadership role, managing cross organisation administrative functions. ▪ Understanding and successful delivery of large scale multi-site customer service provision managing large customer or student populations. ▪ A proven track record in strategic and business planning. ▪ Experience of leading and managing change. ▪ Substantial experience of management and leadership of a diverse professional team, creating a culture of high performance, collaboration and continuous improvement. ▪ A proven track record in operational delivery and financial management. ▪ Experience of managing human and financial resources in the provision of quality customer services to a diverse range of users within a framework of accountability. ▪ Thorough knowledge of Higher Education in the UK and significant experience of working 	<ul style="list-style-type: none"> ▪ Experience of participation in regional / national / international initiatives.

	in one or more areas of the portfolio.	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Education to first degree level, or equivalent. 	<ul style="list-style-type: none"> ▪ Graduate professional qualification or commensurate professional experience ▪ Appropriate higher degree ▪ Formal training in project or programme management



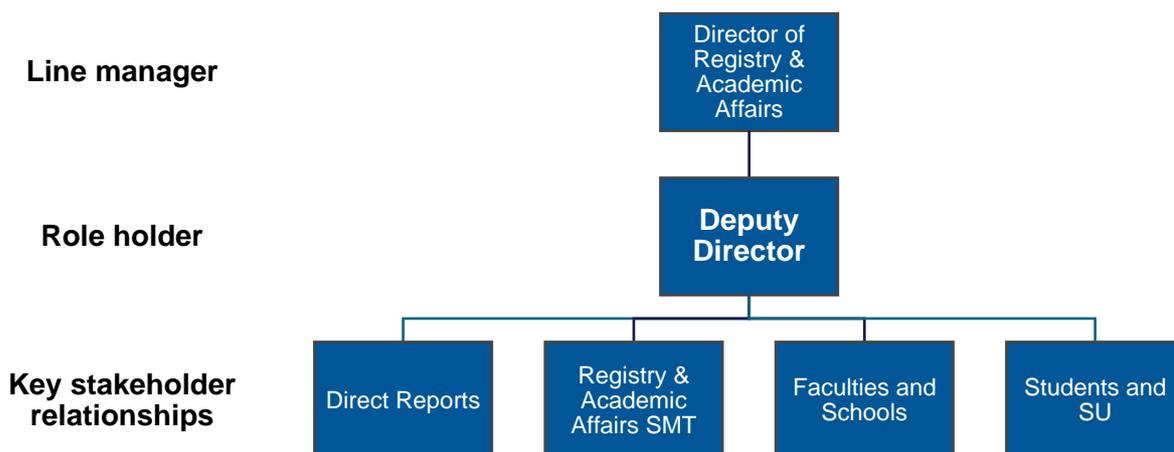
The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others



For job levelling/benchmarking purposes only – please remove before publishing

Decision making

Taken independently by the role holder

- Identification of relevant issues which need consideration, creation of policy or procedure to address/resolve, and/or for impact on department.
- Decision making and implementation of significant procedural changes.
- Identification of matters where the Director of Registry and Academic Affairs and / or Deputy Registrar might request additional information.
- Responses to complaints up to and including those at Level 3.
- Chair disciplinary procedures including those where gross misconduct is suspected or where a final written warning has already been issued.
- Management of administrative staff, including performance review.
- Approval of expenditure within budget and in accordance with the Schedule of Delegated Financial Authorities.

Taken in collaboration with others

With Director of Registry and Academic Affairs:

- Options consideration for departmental-level strategic and policy decisions.
- Own performance targets and review.

With SMT members:

- Consideration of departmental strategic delivery plan and budgets.
- Consideration of all major departmental issues.
- Confirmation of new policies
- Performance review of staff.
- Monitoring in-year budgetary performance.

With colleagues from outside of the department

- Provide advice and guidance to senior colleagues, including those at UEB level (e.g. Registrar, Deputy Registrar, PVC for Education and Student Experience, Faculty PVCs etc).
- Lead University wide project and programmes when requested to do so.
- Collaborate with colleagues across the University, such as the Business Partners in Finance Human Resources and the Faculty Operations Directors.

Referred to the appropriate line manager (please name) by the role holder

Line Manager is Director of Registry and Academic Affairs

- Final decisions on departmental level strategy, policy and budgeting.
- Signing off departmental strategic delivery plan, budgets and other documentation for submission to the University.
- Changes to the structures and accountabilities of the departmental senior management team.