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**Job Description**

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| Job Title: | Registrar and Secretary |
| Job Holder: |  |
| Reports to (Title): | In respect of student experience and student lifecycle, the post-holder is accountable to the Director of Actor Training and Director of Technical Training.  As Secretary to Council the post-holder reports to the interim Accountable Officer and has a direct line of report to the Chairman of RADA Council on matters pertaining to the conduct and business of RADA Council.  RADA is appointing a new Principal; when they take office we are likely to review senior reporting lines and accountabilities. |
| Responsible for | Academic Services, Admissions, and Wellbeing teams. The Executive and Governance Assistant reports to the Registrar and Secretary on governance matters. |
| Department: | Student and Academic Services |
| Working hours | Full-time, 37.5 hours per week. |
| Salary Band (Manager, Head of Department etc) | Senior Leadership Team |
| Salary range (£) | £60k |
| Length of role | Permanent |
| HESA Category (Professional Services, Academic etc) | Professional Services |

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| **Prime function of role** |
| The Registrar is responsible for the leadership of RADA’s regulatory framework supporting students, the student experience and delivery of student and academic services which support teaching and learning within the Academy. This includes the regulatory framework affecting all RADA students and specific support and services for students on higher education programmes.  As Secretary, the post holder is responsible for the overall governance, assurance and compliance structure of the Academy and ensures the integrity of the conduct of RADA’s business. |

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| **Substantive responsibilities and duties** |
| 1. Student and Academic Services     * Lead and develop a department providing support for RADA higher education students and liaison with other departments.    * Line manage heads of teams within the department.    * Oversee department budgets.    * Work closely with the Principal, Director of Actor Training, Director of Technical Training and the Director of Access and Participation to provide a full and responsive academic and student support service.    * Deputise for the Principal in matters of academic governance and management.    * Ensure arrangements are in place for the effective management of the department and that administrative databases and registry systems are robust and accurate. 2. Academic management, governance and compliance    * Ensure that RADA’s academic management and governance remain compliant with Office for Students’ registration requirements    * Ensure there is an effective structure in place for overseeing academic governance    * Advise on and establish quality assurance mechanisms, in line with validating university requirements.    * Advise on and implement arrangements for research governance.    * Ensure that Academy Regulations and Policies pertaining to students and the delivery of awards are appropriately maintained.    * Oversee arrangements for student discipline, appeals and complaints ensuring compliance with the Office of the Independent Adjudicator is maintained.    * Ensure that RADA has appropriate strategies in place to support teaching, learning and assessment.    * Ensure that RADA meets its statutory requirements, including compliance with the conditions of OfS registration, for UKVI, the Prevent duty, and any other relevant requirements. 3. Student support and engagement    * Establish and oversee arrangements for effective pastoral care for students.    * Work with academic leads to ensure effective academic support for students is in place.    * Ensure effective arrangements are in place to secure the student voice in RADA’s activities and student engagement in the Academy’s work.    * Ensure RADA is compliant with safeguarding and any other welfare requirements. 4. Data and admissions     * Ensure an effective admissions service for higher education and other full-time students.    * Ensure that RADA meets its obligations in collecting, managing and recording data, including any returns to statutory or other agencies.    * Ensure RADA has appropriate systems in place for assuring the quality and accuracy of its data returns. 5. Senior Leadership Team    * Participate in the strategic and operational leadership of the Academy.    * Advise on relevant policy developments within the HE sector affecting the work of the Academy.    * Contribute to the preparation, delivery and oversight of RADA’s Strategic Plans.    * Work collectively and effectively with colleagues as part of the leadership team. 6. General    * Maintain and sustain professional networks    * Represent RADA externally as required.    * Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.    * Comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy.    * Comply with GDPR, Data Protection and Safeguarding legislation.    * Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly all staff meetings).   By accepting a role here you are acknowledging a commitment to RADA’s values and mission, and a willingness to contribute to the ongoing development of the same. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and experience** | * + Substantial experience in a management role (Director level) within registry/student services in a UK HEI   + Experience of leading and implementing change at functional and organisational level   + Excellent understanding of UK academic-related governance, regulations, administration and organisational management in HE and knowledge of reporting requirements   + Understanding of regulatory and governance requirements for English providers of higher education   + Specific experience of oversight of student support | * + Experience of working in a small, specialist HEI |
| **Skills/abilities/**  **competencies** | * + Excellent leadership and management skills that empower others   + Excellent communication skills, in writing and orally   + Excellent negotiation, diplomacy and relationship-building skills   + The capacity to deal with change and a fast-moving situation   + Successful management of team performance |  |
| **Qualifications** | * + Educated to at least first-degree level |  |
| **Personal Attributes** | * + Excellent people skills   + Emotionally intelligent   + Strong ability to build trust and collaboration   + Resilient   + Aligned with RADA’s values |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date:

Updated June 2021