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**Job Description**

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| Job Title: | Registrar and Secretary |
| Job Holder: |  |
| Reports to (Title): | Principal with an additional reporting line to the Chair of RADA Council. |
| Responsible for | Academic Services, Admissions and Student Services, Student Wellbeing, Governance and Student Casework teams.  Direct reports; Deputy Registrar (Academic Services), Deputy Registrar (Admissions and Student Services), Head of Student Wellbeing, Governance and Student Casework Manager. |
| 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 (£) | £65,650k |
| 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 student support and academic services functions, including admissions, course administration, timetabling, student records, statutory returns, student casework, disability and counselling services. In addition, the postholder is responsible for quality assurance, regulatory compliance and the policies and procedures associated with RADA’s higher education provision.  As Secretary, the post holder is responsible for supporting the effective operation of RADA’s Council and its committees and for ensuring that the Academy is governed in accordance with legal and statutory requirements. |

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| **Substantive responsibilities and duties** |
| 1. Student and Academic Services     * Lead and develop a professional department providing high-quality services for applicants and students and supporting the delivery of RADA’s higher education courses.    * 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 student information, including oversight of management information systems and completion of statutory returns. 2. Academic management, governance and compliance    * Ensure that RADA’s academic framework and governance arrangements support the effective operation of its courses    * Ensure that RADA remains compliant with the ongoing conditions of registration with the Office for Students’    * Establish an effective internal quality assurance system that meets the requirement of RADA’s validating body.    * Advise senior colleagues on the development of new courses and implement the systems required for the management and governance of these courses.    * Ensure that Academy Regulations and Policies pertaining to students and the delivery of awards are appropriately maintained and aligned with sector recognised standards    * Act as Chair of the Academic Standards and Quality Committee and a member of Academic Board and relevant sub-committees.    * Oversee arrangements for student misconduct, appeals and complaints and act as the institutional Point of Contact with the Office of the Independent Adjudicator.    * Ensure that RADA has appropriate strategies in place to support teaching, learning and assessment.    * Act as Prevent Lead and Safeguarding Officer, ensuring that effective policies are in place to enable RADA to meet its legal responsibilities.    * Ensure that RADA complies with its duties as a sponsor of student visas. 3. Student support and engagement    * Establish and oversee arrangements for effective student advice and wellbeing support.    * Work with academic leads to ensure effective academic and study skills 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 management and governance of the Academy.    * Ensure that RADA complies with its safeguarding responsibilities and general duty of care toward students. 4. Data and admissions     * Provide an effective admissions service for higher education courses.    * Ensure that RADA meets its obligations in collecting, managing and recording data, including any statutory returns to HESA and the OfS.    * Ensure that RADA has appropriate systems in place for assuring the quality, accuracy and timeliness of its data returns. 5. Corporate Governance  * Act as Secretary to RADA Council, ensuring that the Academy is governed in accordance with its Royal Charter and Rules. * Ensure that Council sub-committees operate within the Scheme of Delegation and in accordance with their approved terms of reference. * Ensure that the Council regularly reviews its effectiveness. * Manage the recruitment, induction and re-election process for trustees, staff and student governors, working with the Nominations Committee to ensure that the Council maintains an appropriate balance of skills and experience * Advise the Chair and trustees on RADA’s legal and regulatory obligations.  1. Senior Leadership Team    * Contribute to 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. 2. 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 senior management role within registry/student services in a UK HEP   + 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 investigating and managing student casework | * + Experience of working in a small, specialist HEP   + Has made an active contribution to sector bodies and/or professional networks |
| **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 development and performance | * Able to devise and deliver briefings and staff development sessions * Able to effectively chair meetings |
| **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 April 2023