

## **Academic Registrar**

**Service Area/Centre:** Higher Education Quality Unit

**Hours:** 37 hours per week

**Salary:** Management Point 40-44

**Reference Number:**

**Responsible to:** Director of Higher Education Quality

**Responsible for:** HE Quality Team

### **The Position**

Blackburn College provides higher education to more than 3,000 students within a dedicated University Centre, making the College one of the largest and longest established providers of higher education in further education in the UK. The majority (85%) of the College's higher education students study for awards validated by Lancaster University, a top ten university. In April 2015 the QAA published the HE Review Report for Blackburn College and identified several features of good practice, including the College's responsiveness to employer views, and commitment to diversity and inclusivity in the curriculum and the wider student experience.

Reporting to the Director of Higher Education Quality, this post represents an exceptional opportunity for a dynamic individual to join the College at a time of great change, following the HE White Paper, in the distinctive world of Higher Education in the Further Education sector. A crucial aspect of this role will be management of the validating partnerships, under the direction of the Director of Higher Education Quality. We are seeking to appoint an Academic Registrar to lead on the implementation, management, maintenance, and review of all aspects of the College's higher education academic standards, quality and enhancement.

The Academic Registrar will lead and manage designated staff, including appraisal and objective setting, and the associated activities specifically relating to academic standards and quality. They will also provide guidance and direction to senior managers and to the wider academic community ensuring that the College's reputation is protected and compliant with quality assurance, regulatory and legal frameworks and be a part of the team to drive forward Quality Assurance and Enhancement.

They will provide stewardship of the College's academic regulations, ensuring they remain current, fit for purpose and are adhered to. The Academic Registrar will have responsibility for preparations for validating Partnership Reviews and Higher Education external Quality Reviews. In addition, s/he will have responsibility from a quality assurance and regulatory perspective, for programme validations, quality monitoring, interventions and periodic reviews.

## **Main Duties and Responsibilities**

1. Assist the Director of Higher Education Quality with the development, maintenance and review of higher education quality assurance and enhancement.
2. Work with the Executive Dean and Heads of School to ensure that there are appropriate academic structures and policies in place that enable the College to implement its Quality Assurance and Enhancement Strategy.
3. Ensure the reputation of the College is protected and compliant with external academic quality assurance, regulatory and legal frameworks.
4. Use initiative to identify potential risk and implement appropriate and timely interventions to remove or minimise its impact, when required, with the support and guidance of others.
5. Oversee the preparations for external stakeholder reviews as they apply to higher education e.g. Quality Assurance Agency (QAA)/University Partners, etc.
6. Take overall responsibility for the review, production, maintenance and updating of the College's academic regulations and procedures, as they relate to higher education. Additionally, ensure adherence to the regulations is achieved across the University Centre at Blackburn College.
7. Lead and manage the Higher Education Quality Unit team including the appointment and development of staff, ensuring participation in the appraisal process and objective setting. Ensure that objectives are met and duties fulfilled to effectively deliver on the aims of the Quality Unit.
8. Assist the Director of Higher Education Quality with the management and operational responsibility for the College's University partnerships and public, statutory and regulatory bodies (PSRBs) with respect to the approval, monitoring and review of partnerships and related provision.
9. Lead the development of higher education academic enhancement practice in supporting and delivering an excellent Student Experience and liaising with the Executive Dean, Heads of School, Head of Higher Education Student Experience and others to do so.
10. In collaboration with the Executive Dean and Heads of School manage the annual cycle of programme validations, annual quality monitoring, audit and periodic review. Provide appropriate advice and guidance related to the regulations and

relevant Policy contexts (e.g. QAA), to academic and service departments, with regard to curriculum development and quality assurance and enhancement matters.

11. Ensure the accuracy, completeness and storage of the College's definitive higher education curriculum records, their timely updating, and monitoring of external statutory systems and returns e.g. KIS, UCAS.
12. Chair designated College committees and Working Groups: including Chair of Academic Regulations Panel, Mitigating Circumstances Panel, Academic Appeals Panel and Recognition of Prior Learning Panel. To be a member of relevant College committees and produce and present papers as required to a high /professional standard.
13. Manage the appointment process for External Examiners and oversee the External Examiner engagement/activity with Higher Education in accordance with Academic Standards and Quality Framework.
14. Take overall responsibility for all higher education Subject and Award Boards, ensuring they are convened, conducted, concluded and reported on according to the appropriate annual cycle, and provide advice on the regulations as approved by the relevant Awarding Body.
15. Oversee the process that ensures the accurate and timely processing of pre and post Board data and the actioning of Board decisions, including overseeing the issuing of transcripts and certificates for relevant awards.
16. Ensure the College's compliance with Competitions and Marketing Office (CMO) regulations for all published information including College Website, Prospectus Graduation, and other Marketing materials.
17. To manage and lead on Higher Education student complaints, overseeing the outcomes and identifying any emerging themes, to ensure compliance with the Office of the Independent Adjudicator (OIA).
18. Be responsible for Committee Secretariat Standards across the College and for the provision of a high quality committee secretariat service for the academic and executive governance structures. This will incorporate preparing briefing papers and reports which are timely and accurate and related to agendas and meeting outcomes.
19. To implement and ensure consistent compliance with all College policies relating to health & safety, including safeguarding and promoting the welfare of children, young people and vulnerable adults.

20. To promote equality of opportunity, the value of diversity and respect for all and support the development of an inclusive curriculum through the rigorous challenging of discrimination in all its forms.
21. Commitment to own continuous professional development to meet the requirements of the post.
22. Any other duties commensurate with the post.

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

*Please note that this job description is currently under review*