



## Academic Registrar

**Role:** Academic Registrar  
**Team:** Higher Education  
**Package:** Pension, Unlimited leave, Flexible working  
**Location:** London based  
**Salary:** £75,000-85,000 dependent on experience.

### Job description

This is a fantastic opportunity for the right individual to be part of the leadership team of a new challenger brand in higher education. You will bring your professional experience and rigorous approach to assuring and enhancing academic quality and standards to develop the quality management and regulatory framework and underpinning registry functions to Corndel College London (CCL).

Our vision is to shape a world where everyone is empowered to be their professional best and, through Corndel College London, we are pioneering innovative degree education that brings the world of work and education closer together to deliver better outcomes for students.

Corndel College London is a new venture by Corndel, a unique, multi award-winning UK management and technology training provider that focuses on delivering the highest quality programmes throughout an employee's career. We partner with some of the UK's largest and most exciting businesses to help drive organisational and personal performance through transformational learning.

We are one of the fastest-growing educational disruptors in the UK and provide a great platform for proactive and motivated individuals to take the next exciting step in their career. You will be joining an organisation with a fun, entrepreneurial and supportive environment, providing fulfilling work and an open, inclusive culture.

You will have excellent knowledge and understanding of the UK HE sector context and its implications for policies, regulations procedures and systems. Excellent knowledge and experience of quality and standards and compliance with external requirements will be key to enabling CCL to establish itself as a challenger brand in higher education.

### Responsibilities:

You will work in a matrix structure. Reporting to CCL's Managing Director, you will:

- Be the principal authority on the regulatory environment, support the Accountable Officer and Board to effectively discharge CCL's obligations derived from the Office for Students Regulatory Framework;
- Play a lead role in coordinating CCL's application for new degree awarding powers both through application and probationary stages;
- Lead the management of CCL's relationship with Kingston University;
- Secure the highest academic standards and quality of learner experience across all CCL's higher education provision, working in matrix with our sister organisation Corndel's Excellence function. Lead the development, implementation and continual evaluation of CCLs quality management and academic regulatory frameworks.
- Lead the implementation and evaluation of internal systems and processes within CCL to ensure they are effective in supporting an outstanding HE learner experience, and enable timely and accurate data and analytic reporting for internal and external requirements.
- Develop and implement CCLs policies, procedures and services to comply with and promote most effective practice against national quality assurance requirements and other relevant regulatory frameworks (e.g. OfS, OIA, HESA, PSRBs, Ofsted, etc.)
- Oversee institutional level management of the programme development, approval, amendment and review processes;
- Oversee for programme development, approval, amendment and review activities;
- Be the designated safeguarding lead at CCL, ensuring effective policies and processes are in place for the protection of students.
- Lead the development of the higher education student records function and systems implementation, including assuming accountability for external data returns.
- Stay abreast of academic quality and registry matters at a national level, taking responsibility for undertaking horizon scanning and sector benchmarking. Advising the Managing Director and Board on any policy and regulatory matters.
- Jointly with Corndel's Director of Marketing maintain oversight of the CCLs responsibilities with regard to ensuring compliance with consumer protection legislation as articulated by the CMA and Office for Students.
- Lead governance within CCL, acting as Secretary to the Board of Governors and the Academic Board, producing the agenda, writing papers and reports, and advising on matters of policy and procedure.
- Represent CCL at appropriate external meetings and events, as agreed with the Managing Director.

**We are looking for an experienced higher education professional who can demonstrate:**

- Thorough knowledge of the policy, legislative, regulatory and constitutional frameworks within which UK HE operates
- Experience of working in UK higher education in the functional areas relevant to the role
- Understanding of the degree awarding powers application process
- Experience as a confident and trusted advisor to senior leaders
- Experience thriving in a matrix structure to deliver high performance and strategic objectives

- High levels of ownership and accountability
- High levels of creativity and commercial acumen in problem solving to navigate a complex regulatory environment
- Able to proactively identify problems and shape effective solutions
- Personal and professional gravitas
- Exceptional relationship management skills with a history of working collaboratively to achieve success
- A high level of attention to detail
- Highly structured and disciplined approach to managing complex projects
- Leadership and influencing skills to achieve agreed objectives
- Outstanding written and oral communication skills
- High levels of self-management and organisation
- Enthusiasm for the development of new approaches to delivering higher education

#### **About Corndel:**

We deliver transformative professional learning for leading UK businesses, focused around the core corporate competencies which provide strategic advantage.

We currently deliver seven professional development programmes: Data Analytics, Leadership and Management, Project Management, Fundraising, DevOps Engineering and Software Development.

We have grown by targeting some of the UK's largest employers and delivering scaled programmes across their management and professional workforce.

Our clients include ASDA, Credit Suisse, Legal and General, Marks and Spencer, AIG, Joules, Kier Group, Royal Mail, G4S, Wates, Macmillan Cancer Support and the NSPCC. We are targeting some of the largest businesses in the UK, including major players in financial services and technology.

We have differentiated from the market by a quality offer focussed on professional coaching and original content. We offer the most competitive salaries in the wider apprenticeship industry and the opportunity to be part of an exciting and ambitious high-growth business.

**Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.**

**As part of our commitment to create an inclusive workplace where all colleagues can be their true selves, excel in their roles and progress in their careers, we recognise the importance of embracing the diversity in the working population and making Corndel a fully accessible employer.**

**As Corndel is a Disability Confident Employer, we make sure that a fair and proportionate number of disabled applicants who meet the minimum criteria for a job will be offered an interview. If you would like to be considered under this scheme, when submitting your application, please select the appropriate option to let us know that you have a disability. Please note this does not mean that all disabled people are entitled to an interview, in some recruitment situations such as peak times, we might need to limit the overall numbers of interviews we offer.**

**If you have a disability that might affect any stage of the recruitment process, please let us know about any help or reasonable adjustments you need before any interview or assessment. We'll work with you to make sure any appropriate support is in place and make the application process a more positive experience.**

Corndel is committed to safeguarding and safer recruitment practices, and will undertake pre-employment checks on the successful candidate, including Enhanced DBS Disclosure and a Barred List Check.

For more information contact [will.underwood@corndel.com](mailto:will.underwood@corndel.com)

