



Academic Registrar

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About the University of Northampton

We have all the ambition and creativity of new University with the expectations of high standards of an established higher education provider. Higher Education has proud history in Northampton, dating back to the 13th century, whilst the modern University of Northampton has evolved from the beginning of the 20th century.

The amalgamation of the Northampton Colleges of Art, Education and Technology in 1975 to form Nene College initiated a series of relocations and mergers to form University College Northampton in 1999. In 2005, the University of Northampton was established following the designation of University Title and Research Degree Awarding Powers. Our sector leading purpose-built Waterside Campus was opened in 2018.



Waterside Campus.

The Waterside campus is the embodiment of our mission to transform lives and inspire change. With a £330m capital investment, we have transformed a 58-acre brownfield site in central Northampton into an innovative campus with our students at its heart.

The campus is flexible to changing student needs, creating a University that teaches in a way that mirrors the skills our graduates will need when they are in employment. The campus has been purpose-built to adapt to 21st century teaching. It also provides 1,000 student bedrooms in flats and townhouses on-campus.

The campus has a positive environmental impact. As part of the development we have constructed our own energy centre. This uses woodchip biomass and gas to heat hot water for all the buildings and student residencies and will save over 1,000 tons of CO2 in the short term.

The Students' Union's home on Waterside Campus is a Grade II listed former engine shed that fuses classic and modern design, the refurbishment of which was partially funded by a Heritage Lottery Fund grant.

In order to promote creative synergy, the Learning Hub and Creative Hub buildings house learning resources, staff, and spaces that would traditionally be separated.



Purpose and Impact.

The University of Northampton is a Higher Education Corporation and a charity. The University is regulated by the Office for Students. The University's charitable purpose is the advancement of education.

The main beneficiary of our charitable aims is our large and diverse student body. We have a transformative purpose: to make a positive difference. We do this by providing students with a first class education that equips them to play a productive part in the world.

Our positive impact is also felt through the wider social value that the University creates in the broad communities it serves. That value may be seen across Northamptonshire and beyond.

We are a key driver of local and regional economic growth

In our most recent Economic Impact Report, the University of Northampton and its students generated nearly £244 million of output in Northampton town with an additional £45 million in the rest of Northamptonshire and a further £132 million in the rest of the East Midlands.

We are an engine of social enterprise and innovation in the region

We are focused on making Northamptonshire the best county for young people to flourish and learn, the leading county for health and well-being and to start, build and run a business.

We hold the Social Enterprise Gold Mark which is awarded to leaders in being open, honest and fair in terms of their governance procedures, business ethics and how they fund social and environmental impact projects.

We are a unifying force for social mobility

Undergraduate students at the University of Northampton are more likely than students at other Universities to come from Low Participation Neighbourhoods (14.1% compared to 12% for all higher education providers) and our student body is ethnically much more diverse than the surrounding town (39% BME compared to 15% for the town of Northampton).

We provide the public sector workers of the future

A core focus of the University is the training of people to work in specific public services roles. The University trains around 2,000 teachers, police officers, nurses and other health specialists each year. Many of our courses prepare people for specific roles such as Mental Health Nurses, Paramedics, Midwives and Occupational Therapists. The University's Nursing Midwifery Council (NMC) Competency Test Centre was created to ensure nurses who qualified outside the UK and EU practice on a level similar to that of their UK qualified peers. Since it opened in 2014, over 6,000 nursing and midwifery professionals have undertaken the test with Northampton.

We run life-changing research and knowledge exchange projects

For example, our research is contributing to the development of new cancer therapies.

We work in transformative partnerships with other organisations

In 2019/20, over 3,800 University of Northampton students enrolled at its academic partners.

We support business development

The Northamptonshire Growth Hub is run by the University, working in partnership with the South East Midlands Local Enterprise Partnership and has supported over 7,100 local organisations, bringing in over £7million funding to Northamptonshire and leading on a number of ERDF-funded projects to support Innovation, Growth Knowledge Exchange and Digital Connectivity.

We use our purchasing power to help make a positive difference to peoples' lives and the communities in which we live

Our Waterside campus development employed 755 local people through the project supply chain and has created over 200 new jobs. Forty local suppliers engaged with the project.

Student Experience.

Student Experience

The experience of our students is core to what we do. It is, at its heart, fundamentally about providing a personalised, emotional connection that transcends quality to transform individuals for the betterment of themselves and society. Our ambition is to deliver outstanding student success and value for money through personalised, holistic support.

Student Life

Our students are at the heart of what makes us a university. Find out more about [student life](#), and how we support our scholars, at the University of Northampton.

The Northampton Employment Promise

For eligible students who have not found full-time employment 12 months after graduating, the University will secure either a three to six month paid internship, or support to enter postgraduate study. Eligible students are those who complete an HND or achieve a 2:2 degree or above, and complete either an Employability Plus Gold programme or achieve a Changemaker Gold Certificate during their time studying with us. Read more about the [Northampton Employment Promise on our page](#).



Learning & Teaching at Northampton.



At Northampton, Active Blended Learning is our standard approach to learning and teaching.

Active learning involves students directly in the learning process. It requires students to do meaningful learning activities, process new information and think about what they are doing with it. In active learning, students are expected to contribute and discuss ideas, try out concepts and skills, create resources, and actively reflect.

We have increased our focus on small-group teaching. Indeed, there is only one traditional lecture theatre on the new Waterside campus. Our approach aims seamlessly to blend face-to-face, online and offsite learning, making the most of the time of both students and lecturers. It puts students at the centre of their own learning by giving them more opportunity to ask questions and delve deeper into the subject.

Typically, students begin by engaging with digital resources and completing sense-making tasks. Following this, face-to-face discussion with a member of staff, through a seminar, workshop, lab

session or in the field is used for analysis, discussion, reflection and goal-setting.

A final task consolidates the learning. Through it, students distil the outcomes and align them to learning objectives.

Active involvement in small group situations and instant feedback is much closer to the world of work, producing more confident work-ready graduates. Learning is technology-enabled, making full use of our investment in technology and the possibilities of digital learning and content creation. Building on our technology, the University has an opportunity to become a sector leader in innovative pedagogy.

This makes our offer more attractive to potential students, and allows us to recruit teachers who want to be really innovative in their practice. Read more about [how we teach](#).

Changemaker, Social Impact and Sustainability Goals.

Changemaker

The University of Northampton is a designated global Ashoka U Changemaker Campus, one of only 41 in the world, we believe anyone can make a unique contribution to creating a better world, transforming lives, and inspiring change.

The University creates a positive social impact in society by committing to work to ensure that:

- n Every young person can flourish and learn
- n Positive health and wellbeing is fostered and promoted for all
- n Cultures, heritage, and environment are respected, protected, and enhanced for future generations
- n There is a positive environment in which entrepreneurial opportunities are supported to grow.

Find out more about our commitment to Changemaker and social impact on our [Changemaker page](#).

Sustainable Development Goals

The Sustainable Development Goals (SDGs) are a global framework for all to use to achieve a more sustainable future. They recognise that ending poverty must go hand-in-hand with strategies that build economic growth and address a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection, peace and justice.

In 2020, the University of Northampton signed the UN SDG Accord, the University and college sectors collective response to the global goals and created the University's SDG Working Group. The SDG Working Group was formed with the aim of both designing a Sustainability Impact Management Framework (SIMF) that is aligned to the SDGs and ensuring that the relevant data capture related to this was embedded across University departments.

Find out more about our work to [support the SDGs](#).





Research

Our vision is to be a University that undertakes innovative research that has wide- ranging and significant impact on the lives of local, national, and international communities. We want our research to make a positive difference and create social value. Our research will be closely aligned to the United Nations Sustainable Development Goals and support our commitment to being socially innovative and an Ashoka U Changemaker campus.

Our internationally renowned research institutes and centres make a real difference to people's lives through improvements to health and well-being, education, public safety, business and the environment.

Find out more about [Research at UON.](#)

Social Enterprise Gold Mark

The University of Northampton's commitment to making a beneficial impact on communities and the environment was recognised for the third time in 2021 with the award of the 'Social Enterprise Gold Mark'. This is given to organisations who are leaders in being open, honest and fair in terms of their governance procedures, business ethics and how they fund social and environmental impact projects.

The 2021 assessment report stated, "Creating social impact is deeply embedded in the strategic and operational goals of the University of Northampton. Your adoption of the Ashoka U Changemakers model demonstrates your commitment to social change and your incorporation of the UN Sustainable Development Goals. Changemakers has a significant impact in all areas of your work from your core functions of providing education to students to your role as an employer and your economic impact within your community. You have recorded some social and wider policy outcomes from the activities of your Changemakers and it is clear that specific activities such as the development of your new campus and the way you have responded to the COVID crisis have also presented you with opportunities to demonstrate how to achieve these things whilst maximising your social impact. Having Changemakers in place enables you to be flexible and responsive to opportunities and to have the systems in place to capture evidence of the impact you have created."

Strategic Alliances.

Alliances with strategic partners aim to create significant and sustainable value. This includes working with other bodies and companies on projects based on and in support of the Changemaker Commitments.

Allying with high quality partners to provide 'Education with Others' drives student number growth, transforms lives and inspires change on a global scale.

Our first international collaboration was approved with the University of Madras in 2010, and since then, the number of academic partnerships has increased significantly. Currently there are 14 UK and 24 international organisations approved for collaboration in the delivery of the University's taught programmes. Further information can be found on our [partners page](#).



Living and Working in Northampton.

Living in and around Northampton

Located in the heart of England, Northampton combines bustling urban life and rolling countryside.

Historic home to the shoemaking industry, the town is the base for a mix of small, medium and national employers, many with links to the University.

Just an hour by train from London and Birmingham, the town also enjoys a convenient proximity to the M1 and M6 motorways, plus the A14.

Northampton lies within the Cambridge-Oxford Corridor, a major centre of the UK's high tech manufacturing and research industries. The Corridor is one of the most ethnically diverse regions of the UK, and has the fastest growing population of any of the similar regions within the UK. The National Infrastructure Commission projects that by 2050, the Corridor will become host to major hi-tech industrial developments and will be the site to one million new homes.

Read more about Northampton on our [Northamptonshire pages](#).

Heritage and Culture

As part of our Changemaker Commitment on Culture, Heritage and the Environment, the University supports the Surprise Northamptonshire brand and [website](#). This contains a wealth of information about the County's cultural and heritage highlights.

There are numerous historic homes, gardens and churches nearby. In town, the [Cultural Quarter](#) is home to the [Royal and Derngate Theatre](#), an award-winning theatre with a diverse programme of productions and events, its sister venue, the [Northampton Filmhouse](#) which combines art-house and mainstream films and the recently-reopened [Northampton Museum and Art Gallery](#).

Northampton's role as an important medieval town and castle can be seen through historic buildings such as the [Church of the Holy Sepulchre](#), a Grade I listed round church dating from 1100. From medieval times, Northampton was known as a major centre of shoemaking and other leather-related industries. Some specialist shoemaking companies still produce shoes in the town centre. There are a number of former Victorian shoe factories, now largely converted into flats, and often surrounded by terraced houses built for factory workers.





Sport and Leisure

The University is a proud sponsor of [Northampton Town Football Club](#). We've been official partners with the Cobblers since 2013 and work closely with the club through community and education projects and student initiatives.

Northampton is also home to the [Saints](#), one of the country's leading top-flight rugby union sides that's packed with international talent. [Northamptonshire County Cricket Club](#) also play in the town and often host high-profile international sides.

[Silverstone](#), home of the Formula 1 British Grand Prix, is also on the doorstep and plenty of places to enjoy watersports, including a white water centre just downstream from our campus.

There's also an enviable selection of green open spaces, including the magnificent [Abington Park](#), with its ornamental gardens, lakes and historic follies and the beautiful [Delapre Abbey](#), which lies a short walk from Waterside Campus. Northamptonshire's rolling countryside with also within easy reach, from the town's fringes.

In keeping with all major towns, there's also plenty of places to eat and drink, including independent pubs, bars, coffee shops and restaurants.

Academic Registrar

Academic Registrar Job Description

Responsible to: Chief Operating Officer

Accountable to: Chief Operating Officer

Overall Purpose

The strategic leadership, management and delivery of effective and efficient

- Academic and student administration
- academic quality

ensuring that they are fit for purpose and enhance the student and staff experience.

The University of Northampton is seeking to appoint an Academic Registrar, reporting into the incoming Chief Operating Officer. Building on wider changes to the function, the incoming Academic Registrar will be tasked with the innovation and integration of the student experience, ensuring the successful delivery of the new student record system. In addition, they will be responsible for developing a culture of continuous improvement and ensuring the delivery of best practice academic regulation and quality management

The new incumbent will be a leader of change, able to demonstrate a track record of successful delivery, who can bring energy, enthusiasm and commitment to the role. The University has strong ambitions and the new appointment will be key in further developing a strong platform for onward success.





Academic Registrar Principle Duties and Responsibilities

Leadership and Management

- To lead the development and delivery of a strategic plan for the department, aligned with the strategic objectives of the University
- To develop business processes which are innovative, lean, effective and efficient and which optimise customer service exploiting the benefits of technology
- To support, develop and motivate staff, enabling delivery of a continuous improvement, a customer focused environment and high standards of service.
- To initiate change and review in response to internal requirements, legislation and policy changes

Student Administration

- Accountable for all aspects of the student administrative life cycle, from application to graduation
- Accountable for the quality of student data to support internal and external requirements
- Accountable for student assessment boards and awards
- To develop and maintain all student academic regulations and policies To oversee student complaints, academic appeals and disciplinary processes

Quality Assurance

Oversight of the quality assurance processes in respect of:

- Partnerships and public and statutory bodies with respect to approval, monitoring and review
- Programme validations, annual quality monitoring, audit and periodic review
- External examiners
- Compliance with the sector's designated quality body regulations and codes

Corporate Responsibilities

- Lead on academic governance across the university in conjunction with the role of secretary to Senate
- Undertake corporate responsibility as the main point of contact or named officer in relation to Office for Students, Prevent, and Freedom of Information
- Be the senior person in respect of all decisions embedded in student policies
- Responsibility for academic year and teaching dates
- Take ownership of the Academic Regulations including review, production, maintenance, updating and compliance across the University and to provide expert advice in this area
- Own the governance and management of Senate and its related committees
- To represent the department on key University committees and working groups
- Represent the University externally as required, particularly in relation to specialist sector bodies
- Work collectively with members of the University Leadership Team and Operational Directors Group, fostering collegiality and collaboration across university initiatives
- Attend Board of Governors meetings as required
- Keep informed of Higher Education Policy development, briefing the Vice Chancellor, Board of Governors and senior colleagues as necessary on significant matters affecting the operation and function of the University in relation to student administration, support and quality assurance

Generic Duties and Responsibilities

- Manage the budget for the department effectively and in accordance with the University's financial regulations and authorise spend against approved budget headings
- Comply with HR policies and procedures
- Promote wellbeing, equality diversity and inclusion
- Ensure compliance with legislative requirements and internal processes across all areas of responsibility
- Promote a positive health, safety and environmental culture and manage health and safety performance.
- Commitment to own continuous professional development to meet the requirements of the post
- Undertake other responsibilities and tasks as reasonably requested by the COO
- The job description may be altered at any time in the future in line with the levels of the post to meet changing institutional requirements, but only in full consultation with the post holder



Academic Registrar Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted

Please see Key below

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	Honours degree or experiential equivalent	E	A
2	Post Graduate Qualification or experiential equivalent	E	A
3	Membership of a relevant professional body	D	A
Skills, Knowledge and Experience			
4	Significant experience of leading and managing teams responsible for student administration in Higher Education environment	E	A/I
5	Proven experience of successful system redesign for improved efficiency and customer experience	E	A/I
6	Working knowledge of SITS student record system and SITS implementation in an HEI	D	A/I
7	Expert and applied knowledge of the HE legislative and policy context and framework	E	A/I
8	Substantial experience of operational planning within the HE sector	E	A/I
9	Experience of writing student regulations and policy	D	A
10	Proven experience in leading organisational change	E	A/I
11	Demonstrable understanding of the principals of quality assurance processes and procedures and how they apply in complex organisations	E	A/I
12	Proven project and programme management skills	E	I

13	Comprehensive understanding of current and future developments in the HE sectors and appreciation of challenges and opportunities these may create	D	I
14	Proven experience of researching and drafting complex and detailed documents for a range of audiences	E	I
15	Demonstrate an understanding of HR policies and procedures	D	A/I
16	Ability to identify and undertake vital conversations appropriately	E	A/I
17	Ability to delegate appropriately	E	A/I

Personal Qualities

18	Ability to navigate a complex policy and institutional environment with a mix of flexibility, strategic planning and clarity	E	A/I
19	Ability to communicate effectively to all relevant stakeholders, including negotiation skills	E	I
20	Vision for enhanced efficiency and customer service	E	A/I
21	Ability to drive organisational change	E	A/I
22	Ability to shape and build teams to deliver a strategic vision	E	A/I
23	Ability to build strong collaborative working relationships	E	A/I
24	Proven commitment to equality, diversity and inclusion	E	A/I
25	Evidence of supporting and delivering cultural change	E	A/I
26	Demonstrable experience of successful budget planning and management in a complex and financially constrained environment	E	A
27	Commitment to personal development	E	A/I

(E) Essential
(D) Desirable

(A) Application
(I) Interview
(T) Test
(P) Presentation



Terms & Conditions of Employment

Job Title:	Academic Registrar
Duration:	Permanent
Hours:	Full time: 37 hours per week
Salary:	Competitive
Work Base:	Waterside Campus or any of the university premises as required
Pension:	Eligible to join the Local Government Pension
Holidays:	35 days per year
Notice period:	6 months
Probationary period:	12 months

Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade



How to apply

The University of Northampton is fully committed to respecting and treating everyone fairly, eliminating discrimination and actively promoting inclusion. We actively encourage applications from a broad and deep range of backgrounds and experiences.

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Northampton on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **ZZGE1**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 14th April 2023**

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

Shortlist meeting	w/c 17 th April Date for info only, candidates not required
Informal one to one conversations	w/c 24th April
Psychometric assessment - TBC	Should psychometrics occur, this will include a few online assessments and an hour-long telephone interview. Psychometrics usually take place between first stage and final panel interviews.
Stakeholder and Panel interviews	3rd May 2023

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