ST HILDA’S COLLEGE, OXFORD

FURTHER PARTICULARS FOR THE POST OF ACADEMIC REGISTRAR

St Hilda’s College seeks to appoint a full time Academic Registrar from 1st October 2018 or soon after. The Academic Registrar plays a central role in the academic and administrative life of the College and must be an effective team player and communicator, committed to working well and flexibly with the Principal, Fellows, staff and students of the College. Located within the Academic Office, the Academic Registrar reports to the Senior Tutor and coordinates the work of the Admissions Officer, Tutorial Officer, Recruitment and Outreach Officer, and the Academic Assistant.

St Hilda’s College

Founded in 1893, St Hilda’s is one of the constituent Colleges of Oxford University. It is a thriving intellectual community, and enjoys one of the most beautiful sites in Oxford, being set in spacious gardens on the banks of the Cherwell, close to Magdalen Bridge.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 35 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The College is committed to the tutorial system of undergraduate teaching with subject tutors covering a wide range of disciplines, and to working together as a vibrant academic community of tutors, graduates and undergraduates. The College currently has approximately 600 students of whom 400 are reading for undergraduate degrees, and 200 are graduate students.

The College values and fosters:

- The highest standards of academic excellence and innovation;
- The world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- The intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- The original founding principles of equal opportunity and social inclusivity;
- A diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- Respect and support for Oxford’s rich traditions and engagement with the contemporary world beyond the University.

Over the last 10 years St Hilda’s College has undergone expansion in both scale and scope of activities, increasing the range of undergraduate subjects admitted while quadrupling the graduate body. In parallel, internal College-based research has exponentially increased, benefitting from the natural
interdisciplinarity of the fellowship. Part of this expansion process includes an extensive building program. This process is supported by our 125th Anniversary campaign, which will run for several years.

The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/.

JOB DESCRIPTION

The post of Academic Registrar represents a key position in the administrative structure of the College and carries membership of the Senior Common Room (SCR). The Academic Registrar is responsible to, and works closely with, the full-time Senior Tutor who is also the Tutor for Admissions. The role also requires close working with other key members of College, including the Principal, the Vice Principal, the Disability Fellow, the Tutor for Graduates and the College Dean. The Academic Registrar also has regular contact with students. As is the case with all College Officers, the Academic Registrar is subject to the overriding authority of the Governing Body.

In leading the Academic Office, the role of Academic Registrar is critical to the success of the College. This is a senior and responsible position, offering the opportunity for involvement at the heart of the College’s business in a challenging and fast-moving environment. It will suit a highly experienced administrator who enjoys working as part of a high-performing and close-knit community, but also with a considerable level of autonomy. The post-holder will work closely with members across the College and University, overseeing all aspects of academic administration relating to students and those appointed to support them, dealing with a wide range of matters, sometimes highly confidential and/or urgent.

The main duties of the Academic Registrar are described below:

1. Academic Support
   1.1. Ensure the efficient administration of all student processes including admissions, registration, Freshers’ week, matriculation and graduation and College and University examinations.
   1.2. Oversee the work of the Admissions Officer who handles all aspects of undergraduate and postgraduate student admissions. Taking a leading role to ensure undergraduate admissions is faultlessly coordinated for the benefit of applicants, tutors, runners and other college staff.
   1.3. Oversee the work of the Tutorial Officer who administers all aspects of on-course undergraduate and graduate students.
   1.4. Oversee the work of the Academic Assistant who updates the student handbook, handles all aspects of matriculation and graduation ceremonies, and aspects of the Fellows’ research including their website profiles.
   1.5. Oversee the work of the Recruitment and Outreach Officer who co-ordinates open days, student ambassadors, and the College’s outreach programme.
   1.6. Line manage the staff in the Academic Office including performance management, annual appraisals, annual leave, and identifying training needs. Ensure out of hours office cover is in place for collections, examinations and graduation events.
   1.7. Lead on student on-course administration within the College including gaining in depth knowledge of College and University policies and procedures and the Examination regulations.
1.8. Support the Senior Tutor in the provision of advice and guidance to students and tutors on academic-related matters, including examination and assessment arrangements, extension requests and Factors Affecting Performance applications. This will include frequent meetings with students and liaising with the Examination Schools, Education Committee, Proctors’ Office, and others as required.

1.9. Manage the College’s Graduate Student Advisor’s scheme alongside the Tutor for Graduates.

2. Student Support

2.1. Undertake the role of Disability Coordinator, including meeting with students to identify and support reasonable adjustments, applying for alternative arrangements and organising examinations and invigilation in College. Liaising with the Disability Fellow, University Disability Advisory Service and others as required.

2.2. Liaise with the College Dean on welfare issues involving students.

2.3. Undertake the role of Safeguarding Lead, liaising with the safeguarding officers and others in the College as required.

2.4. Oversee the administration of undergraduate Scholarships, Exhibitions and Prizes, liaising with the Accounts Office and Fellows as required.

3. Additional roles

3.1. Provide Secretariat support to the College’s Tutorial Committee. Prepare agendas, write and circulate papers and reports, take minutes and liaise with other staff to take forward actions.

3.2. Assist the Senior Tutor in the College’s recruitment of administrative appointments and academic posts including visa applications, and oversee Right to Work checks of tutors and lecturers.

3.3. Administer the Fellows’ sabbatical and research leave requests and records.

3.4. As the College Registrar and Information Custodian oversee the administration of student records and data, as well as teaching staff records within the College, to ensure access to data where needed and compliance with relevant legislation including General Data Protection Regulations (GDPR).

3.5. Co-ordinate the answering of Freedom of Information requests relating to information held by the Academic Office.

3.6. Liaising with the Academic Registrars (or equivalent) in other Oxford Colleges to identify and build upon best practice.

The above is not an exhaustive list of duties and the post-holder will be expected to carry out others such duties as requested by the Senior Tutor. The duties listed above may be varied in response to the developing needs of the Academic Office and in line with the overall objectives of the College without changing the essential character of the post.

The post is full-time, and is expected to be more demanding during term-time and less so outside of term-time (for term dates see https://www.ox.ac.uk/about/facts-and-figures/dates-of-term). Managing the fluctuating workload will require judgment, personal organization and flexibility.
SELECTION CRITERIA

Essential:

- proven effective management ability;
- excellent interpersonal skills and an ability to establish and develop relationships with and gain the confidence of students, tutors and a wide range of colleagues;
- good judgement and the ability to deal appropriately with confidential information, including handling sensitive personal situations with tact;
- ability to remain calm under pressure and focused in the midst of competing and immediate demands, to take the initiative to solve problems, to prioritise success and to work to deadlines;
- excellent organisational skills and meticulous attention to detail with high levels of accuracy;
- excellent written and verbal communication skills, and an ability to draft minutes, letters and official documentation;
- IT skills appropriate for modern and efficient administration, and the ability to learn and apply new systems quickly;
- a willingness to work flexibly and co-operatively within the structures and traditions of the collegiate university as a whole.

Desirable:

- degree level education;
- knowledge of the higher education sector, the University of Oxford and its collegiate system in particular;
- commitment to the aims, objectives and academic values of an institution at the highest level of the university system, and with the particular ethos of St Hilda’s.

TERMS AND CONDITIONS

Appointment:

- The appointment is conditional on verification of the candidate’s availability for employment in the UK;
- The post is full time (35 hour week), additional hours working during weekends and evenings will be required at certain times of year (for example during the examination period in the summer and during the undergraduate admissions interviews in December) for which time off in lieu will be given;
- The post is permanent. During the six month probationary period notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

Benefits:

- Oxford University academically-related grade 8 salary £39,992 - £47,722 per annum, with a starting salary dependent on skills and experience;
- Membership (if desired) of the Universities Superannuation Scheme;
- 30 days paid holiday and 8 public holidays annually. Please be aware that public holidays in term-time may be working days, and significant periods of annual leave (more than a few days) cannot normally be taken during University term-time;
- Eligibility for group private medical insurance;
• Membership of the Senior Common Room, and entitlement to meals free of charge when on duty.

APPLICATION PROCEDURE

Applications should be addressed to the Senior Tutor and sent to the PA to the Principal, St Hilda’s College, Cowley Place, Oxford OX4 1DY, or by email to helga.seete@st-hildas.ox.ac.uk, and should include the following:

• A covering letter explaining why you consider you would be suited to the position;
• An up-to-date curriculum vitae;
• An application form (to be downloaded from the College website, http://www.st-hildas.ox.ac.uk, on the Vacancies page, through a link with the Further Particulars). Including the names and contact details of two referees.

Those named as referees should have direct experience of the candidate’s work, either as a manager or through a sustained period of professional interaction; ideally one of them should be a formal line manager at the most recent employer. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

Candidates are also asked to complete one copy of the recruitment monitoring form, which can be downloaded from the College website and returned to the Equal Opportunities Officer, the PA to the Bursar, St Hilda’s College, Cowley Place, Oxford OX4 1DY (or by email to anne-allan@st-hildas.ox.ac.uk). This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications is 12 noon on Thursday 30th August 2018. The interviews are expected to take place in the week beginning 10th September 2018. For any informal inquiries about the post please contact the Senior Tutor, Dr Sarah Norman, senior.tutor@st-hildas.ox.ac.uk or 01865 276811.

All reasonable interview expenses will be reimbursed.

St Hilda’s College and Oxford University are Equal Opportunities Employers.

July 2018