



Academic Registrar – further particulars

About the College

St John's College is one of the larger colleges in the University of Oxford. Founded in 1555 by Sir Thomas White, it is a long-established constituent college of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 undergraduate and postgraduate students across a broad range of subject areas. The Fellowship includes approximately 100 academics, of which 60 are members of the College's Governing Body that has overall responsibility for all aspects of the running the College. There are approximately 200 non-academic staff. For further information about the College, please visit our website at www.sjc.ox.ac.uk

Overview of the Department

The Academic Office provides support to St John's students and academic staff in all matters of academic administration, from admissions to graduation. The Office offers a professional, friendly and informal atmosphere, focused on supporting students, tutors and the academic functions of the College. The Academic Registrar oversees the operation and leadership of the Academic Office. Its members work under the overall direction of the Senior Tutor, who has accountability for the work of the office.

About the post

Working collaboratively with the Senior Tutor, the Academic Registrar has overall responsibility for academic administration in College. They work with the Provost for Academic Affairs, the Senior Tutor and other College Officers on the development of policy and on operational matters and are responsible for the administration of the student journey from admissions and induction to graduation, playing a pivotal role in guiding College activities aimed at supporting students through their academic progression, ensuring compliance with University and College requirements, and maintaining effective management of the Academic Office.

The Academic Registrar is the source of knowledge about the College's regulations and practices. They ensure that College data on students and teaching is maintained, support a range of College committees and implement actions from them, and have oversight of on-course student casework.

A thorough understanding of College operations is essential, ensuring alignment with external regulations and adherence to University policies and procedures. The Academic registrar is

line manager for the Deputy Academic Registrar, and other members of Academic Office staff as appropriate, and is responsible for ensuring proper operating procedures, an efficient, balanced workload, and the timely organisation and completion of tasks.

Duties and responsibilities include:

Planning and organisation, governance and policy work

The Academic Registrar is responsible for:

- Managing the academic administrative requirements of the College as needed. This includes work related to the on-course support of undergraduate and postgraduate students throughout their time at the College, from admissions and induction to graduation.
- Working closely as a trusted advisor to the Senior Tutor and Provost for Academic Affairs, and with other College officers on work including strategic oversight and risk management. The postholder sits ex-officio on student-focused College committees, providing advice on matters of academic administration, and may deputise for the Senior Tutor as required at meetings of the Conference of Colleges' Senior Tutors Committee, Graduate Committee and Admissions Committee and can represent the College as necessary in University consultations, groups and committees.
- Providing support to the Senior Tutor in compiling the agenda, papers, and minutes for the College's Educational Policy Committee, and ensures that ensuing actions are handled expeditiously.
- Carrying out research, projects and surveys as requested to provide management information for the Senior Tutor, and support College Officers as necessary on ensuring compliance with government legislation e.g. Freedom of Information Act, Data Protection Act, Equality Act.
- Overseeing the administration of academic provision, including TMS (the Tutorial Management System), maintaining records of sabbatical entitlement, and working with Bursary and HR colleagues on arrangements connected to buy-outs.
- Ensuring that academic information on policies, procedures and regulations is properly disseminated within the College; updating relevant policies and procedures on at least an annual basis.
- Liaising as needed with students, College Officers, Tutors, lecturers, and other members of the College, with academic and non-academic staff in other Oxford Colleges, and with administrators, officials, and relevant committees across Oxford University. Sit on the College's Senior Managers Committee and represent the Academic Office as necessary in this and other College fora.
- Ensuring that the Academic Office team provide effective governance support for a number of committees, such as Welfare, Academic Services, Admissions, and for the

collation of Governing Body papers. The postholder will work closely with the President and Principal Bursar's Offices in relation to these matters.

Student-facing work and case management

The Academic Registrar is responsible for:

- Ensuring that the College has in place appropriate mechanisms to track and support student progress. Co-ordinating annual updates to the Student Handbook and Student Contract.
- Working with the Senior Tutor on the monitoring of students' academic performance and for the administration and documentation of the Academic Disciplinary process and the Policy on Undergraduate Suspension of Status, with the Fellow for Welfare in the administration of Fitness to Study processes, and with the Senior Dean in the administration of the non-academic disciplinary procedure. Working closely with relevant College officers, the Head of Student Welfare and Wellbeing, and the wider Welfare Team within the College at the intersection of welfare matters and academic progress. Working with the Deputy Academic Registrar, they provide individual support to students, including by managing casework, with liaison with relevant university departments and bodies, such as the Proctors' Office or Education Committee, as appropriate.
- Providing a source of information and support for areas connected to student progress including examinations, student visas and compliance, reasonable adjustments, mitigating circumstances, dispensations and appeals, and ensuring the academic office team leads and supports on these matters as required

Management

The Academic Registrar is responsible for:

- Ensuring the Academic Office provides timely, pro-active and efficient administrative support for the College's academic processes.
- Liaising with the central administration of the University in all matters associated with the academic registry function in the College, ensuring that relevant University policies, procedures, and external agency regulations are followed.
- The maintenance of student records and the effective implementation of university-wide systems for student data management ensuring GDPR and policy compliance.

As a senior management role, the duties above are indicative of the areas of responsibility but are not exhaustive. The post holder will be expected to undertake additional duties as required commensurate with the level of the post.

Person Specification

Essential

- Recent extensive experience in a similar role(s) within Higher Education, including dealing directly with students.
- Experience/thorough knowledge of the systems and processes inherent to academic administration, ideally of a college within Oxford University.
- Educated to degree level, or equivalent professional experience with proven analytical and critical thinking skills.
- Experience of managing and developing a team.
- Experience in helping to formulate and enact policy, and in supporting the governance of an educational institution.
- Excellent interpersonal skills, including an excellent level of proficiency in verbal and written communication in English and an awareness of the sensitivities of dealing with a variety of different constituencies within the context of a collegiate University.
IT skills including word processing, email, spreadsheets and databases.
- Problem-solving skills and the ability to exercise judgement and initiative.
- Ability to handle sensitive and confidential matters with discretion.
- Accuracy, attention to detail, and an organised and methodical approach to work.
- Ability to work calmly under pressure, to handle sensitive material with appropriate discretion, and to prioritise and meet deadlines.
- Ability and willingness to be flexible in handling the duties of the role, working hands-on with administrative duties as needed.

Desirable

- Knowledge of student record and reporting systems such as eVision, ADSS, TMS.
- Knowledge of graduate student administration and processes.
- Experience/understanding of undergraduate and postgraduate admissions processes in Oxford.
- Experience of systems and process improvements

The postholder must be able to work inline with the college values:

- Pursuing excellence
- Acting with Integrity
- Caring for our community
- Embracing equality, diversity and inclusion

Reporting Structure

The Academic Registrar reports directly to the Senior Tutor.

Members of the Academic Office team will report to the Academic Registrar/their deputy.

Personal Documentation

The selected candidate will be required to present documentation demonstrating the Right to Work in the UK.

Terms and Conditions

Salary: Grade 10 of the University salary scale (currently £63,606 - £73,709 per annum). Plus an Oxford weighting allowance.

Hours of work: Normal office hours are 35 hours per week. Normal hours of work are to be agreed but are expected to fall within the period 8.30am – 5.30pm, with an hour for lunch. Some flexibility will be required according to particular responsibilities; some evening and weekend work may be required, for which time off in lieu will be given.

Holidays: Annual entitlement is 38 days inclusive of 8 Bank Holidays (pro rata for part time staff) and is to be taken by agreement with the Academic Registrar. The College operates fixed closure days where you will be required to use holidays. The holiday year runs from 1 January to 31 December

Pension: The post holder will be entitled to join the Universities Superannuation Pension Scheme.

Probationary and Notice Periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one month on either side.

Once the appointment has been confirmed, the notice period on either side will be three months

Meals: The post holder is entitled to free meals in hall on days when working at the College site and will be entitled to SCR lunches twice a week

Application Procedure

If you consider that you meet the selection criteria (detailed previously), please send your application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history by email, to vacancies@sjc.ox.ac.uk.

Your application should arrive no later Monday 20th October at 12pm.

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position (preferably your current Line Manager). Please indicate whether we can contact them at this stage.

If your application is successful, your appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the

application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.