



## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Registrar &amp; Head of Data</b>
<b>Reporting to</b>	Executive Principal
<b>Grade</b>	Tactical Leadership
<b>Unit</b>	HR
<b>Location</b>	Head Office (Oxford)/ West London

### **About Oxford Business College**

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Nottingham, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

### **The role**

The Registrar & Head of Data assumes a prestigious & strategic leadership position, requiring a dynamic & highly experienced individual capable of driving change & effective collaboration across the college. This influential role demands adept management skills & a proven track record in steering transformative change. As a key figure in the leadership team, the Registrar & Head of Data plays a pivotal role in shaping the institution's direction, particularly in data management & administration. The ideal candidate will bring not only a wealth of experience but also a forward-thinking approach to drive innovation, ensuring the college remains at the forefront of educational excellence. In addition to leading initiatives impacting the academic & operational landscape, the successful candidate will contribute significantly to the college's continued success & growth.

Stationed at our Oxford Head Office & reporting to the Executive Principal, the Registrar & Head of Data holds a pivotal role in steering the administrative intricacies defining the student journey at OBC. Responsibilities include orchestrating the development, management, & oversight of administrative processes crucial to student enrolment, progression, graduation, & employment outcomes. With a focus on ensuring the timeliness, efficacy, & security of registry functions across all campuses, the role encompasses comprehensive responsibility for registry & data maintenance, emphasizing data administration & compliance. Leadership in key strategic priorities, such as the implementation of a new academic registry operating model & an ongoing student record system, is integral to realising the College's growth strategy, delivering an exceptional student experience, & ensuring dependable, robust outcomes. The Registrar & Head of Data is pivotal in translating the overarching college strategic plan into actionable & effective administrative strategies that support the institution's goals.



## Strategic Responsibilities

- Ensure robust academic governance, compliance with regulators, outstanding student experience, & reliable outcomes.
- Maintain current, effective, & regulatory-compliant academic policies & procedures.
- Own end-to-end accuracy, integrity, quality, & security of student record data, covering enrolment, assessment, transcript, & degree certifications.
- Lead the team for efficient & supportive student & programme administration, motivating colleagues for professional development & high performance.
- Oversee HR operations for the Registry & Data unit, including recruitment, induction, probation, appraisal, staff development, equality, & inclusion.
- Lead the development of the Registry's strategy & service level agreements, ensuring successful service objective fulfilment.
- Report to & attend relevant board & committee meetings.
- Provide regular reports on monitoring, review, & development of the academic registry function.
- Ensure robust policies for student enrolment to meet sustainable recruitment, admission, & retention targets.
- Assure accuracy, integrity, & quality of all student data & academic administration.
- Implement accurate & efficient enrolment processes, meeting deadlines & quality standards.
- Support well-administered timetabling for teaching & college activities, providing comprehensive, accurate, & timely information.
- Accurately record & monitor attendance, providing support & warnings for unauthorised absence.
- Work closely with internal stakeholders & external suppliers to lead the delivery of a new data visualisation system.
- Record student assessments, ensuring accuracy & security.
- Manage individual cases of mitigating circumstances, recognition of prior learning, academic misconduct, appeals, & adjustments for students with disabilities fairly & consistently.
- Monitor & maintain student academic records in the college's student management system(s).
- Lead the development & implementation of institutional academic policy & regulatory frameworks in liaison with internal key stakeholders.
- Implement an effective system for handling student complaints, appeals, & non-academic misconduct.
- Facilitate &/ or regulatory data returns, including to HESA, supporting strategic planning & operational delivery.
- Liaise with validating partners for smooth transfer of student records.
- Ensure graduates are invited to their ceremony & certificates issued in accordance with College policies.
- Attend & chair relevant committee(s) & report regularly to the relevant board.
- Support the college's continued relationship & links with its alumni community.
- Undertake any other duties & responsibilities reasonably required by the executive principal or managing director.

The ideal candidate should be available during busy periods & weekends as needed, particularly during intake times. Please note that annual leave is generally not permitted during these periods. Some restrictions on annual leave also exist during other peak times, e.g., January/February, April/May, & September/October.



## PERSON SPECIFICATIONS

### TRAINING & EDUCATIONS

#### Essential

- An undergraduate degree in a relevant field, or equivalent qualification or experience.

#### Desirable

- A postgraduate qualification in data analytics, higher education administration, higher education management, or a related field.

### EXPERIENCE

#### Essential

- Experience in Higher Education administration, particularly in roles relating to student services, academic records & academic affairs.
- Experience in leading & delivering strategic & operational change.
- Experience in a leadership position, managing cross-organisational functions.
- Strong understanding of the Higher Education landscape in the UK, including comprehensive knowledge of relevant policies, regulations & compliance standards.
- Experience with student information systems or similar software.

#### Desirable

- Hands-on experience of emerging technical & digital innovation (e.g. AI).
- Experience of working in a similar role for another private higher education establishment.

### SKILLS & KNOWLEDGE

#### Essential

- Strong relationship management skills, including the ability to engage, communicate & collaborate with academic & professional staff, students & external partners & regulators.
- Excellent planning skills, combined with proven analytical & problem-solving skills.
- Strong verbal & written communication skills, including the ability to present complex information clearly & effectively.
- Familiarity with external regulatory bodies such as the Office for Students (OfS), OIA, HESA (Jisc), etc.
- Proficiency in software applications & technology for academic administration purposes.

### BEHAVIOURAL SKILLS

#### Essential

- Strong leadership qualities to effectively manage a team of professionals, including the ability to inspire & motivate.
- Capacity to adapt to changing circumstances & priorities in a fast-paced academic environment.
- High ethical standards & a commitment to maintaining the integrity of academic records & processes.
- Resilience & adaptability to manage the demands of a busy & challenging role.
- A role model for college's core values, which underpin our vision, mission & strategy.