JOB DESCRIPTION
Strategic Partner Project Manager UA92
Vacancy Ref: A2709

Job Title: Strategic Partner Project Manager UA92		**Present Grade:** 7
Department/College: Student Registry		
Directly responsible to: Assistant Head of Student Registry		
Supervisory responsibility for: N/A		

Contacts:
Internal:
Academic Standards and Quality team (ASQ)
All sections within Student Based Services
Faculty Officers
Departmental academic and administrative staff
Other sections in Professional Services including: RAID; ISS; International Office; Finance
External:
Colleagues at UA92
Colleagues at other regional strategic teaching partners
Professional networks for Student Registry and Trans National Education in HE, regionally, nationally and/or internationally.
External IT Partners

Purpose of the job:

Working collaboratively with internal and external colleagues to oversee the Lancaster university registry journey in the establishment of the new model university 'University Academy 92' (UA92). Working towards the planned opening in September 2019 and the transition from opening to operational during the first academic year.

Major Duties:
Pre-opening and transition

1. Oversee the creation of the record management of courses, students and staff.

2. Ensure all operational business processes and service level agreements are formulated, agreed and implemented.

3. Work with ASQ to ensure the alignment of UA92 policies with LU

4. Work with UA92 to ensure aligned LU policies are implemented.

5. The development of mapping work around the delivery mode, academic structures and the academic calendar to ensure alignment of administrative and academic functions such as registration, assessment boards and moderation.

6. Participate in IT and business process inception exercises and where appropriate implement.

7. Establish and implement data sharing protocols and processes.

8. Ensure suitable systems and protocols around the collection of data for statutory returns are aligned with LU.

9. Ensuring Ofs compliance from the registry perspective in relation to specific requirements of franchise institutions and around data collection and fees and funding

10. Working with ASQ relating to the regulatory framework and oversight

Post-opening
1. Ensure processes are in place at LU to participate in results and progression processes for each in year teaching block and year-end, including the provision of LU moderation.

2. Ensure processes are in place in relation to the handling of reassessments and student appeals

3. Support UA92 in relation to general operational aspects of course provision