

PERSON SPECIFICATION

Academic Registrar

Vacancy Ref: A2710

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or higher	Essential	Application Form
Relevant professional qualification/membership of professional body	Desirable	Application Form
Significant leadership experience including operating multi-disciplinary functions, managing large teams, budgetary management and leading complex projects	Essential	Application Form/Supporting statements/interview
Demonstrable experience of excellent service delivery through collaboration, innovation and digitisation	Essential	Application Form/supporting statements/interview
Demonstrable experience of providing a clear vision and strategic perspectives	Essential	Application Form/interview
Experience of operating successfully in a highly-regulated environment and of fulfilling assurance and compliance requirements	Essential	Application Form/supporting statements/interview
Experience of deploying business IT systems and digital solutions in support of service excellence	Essential	Application Form/supporting statement/interview
Experience of delivering transformational organisational change	Essential	Application form/supporting statements/interview
Comprehensive understanding of the regulatory and governance context within higher education and its impact on the student experience	Essential	Application form/supporting statement/interview
Knowledge and understanding of HE in a global context, including transnational collaborative partnerships	Desirable	Application form/supporting statement/interview
Demonstrable influencing skills and political awareness and an ability to engender confidence at senior levels	Essential	Application form/interview
Demonstrable ability to analyse and interpret complex datasets and to use data to inform change	Essential	Application form/supporting statement/interview
Strong written and verbal communication skills with ability to express complex ideas to a range of audiences	Essential	Application form/interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally

used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.