

JOB DESCRIPTION
Assistant Registrar, Academic Standards and Quality
Vacancy Ref: A2961

Job Title: Assistant Registrar	Present Grade: 7P
Department: Academic Standards and Quality	
Directly responsible to: Head of Academic Standards and Quality	
Supervisory responsibility for: Ad hoc administrative support	
<p>Other contacts</p> <p>Internal: Pro-Vice-Chancellor (Education); Pro-Vice-Chancellor (Digital, Global and Development); Pro-Vice-Chancellor (Engagement); University Dean for Academic Quality; Director of Recruitment, Admissions and International Development, faculty and department staff with responsibility for academic standards and quality including, but not limited to, Associate Deans, Faculty Directors of International Teaching Partnerships and Quality Assurance and Enhancement Managers; support staff in central services including, but not limited to, Student Registry, Organisation and Educational Development, Governance and Planning.</p> <p>External: Colleagues at regional and international teaching partners; contacts at professional, statutory and regulatory bodies; QAA; professional networks for academic standards and quality in HE, regionally, nationally and/or internationally.</p>	
<p>Major Duties:</p> <p>The Role The Assistant Registrar is a member of a team with responsibility for developing and operating the various mechanisms by which the University assures the quality and supports the enhancement of its academic provision, including that delivered with its collaborative partners in the UK and internationally. National policy and regulatory frameworks relating to academic standards and quality assurance remain fluid and, as such, the team has a key role to play in the design and delivery of proactive, innovative and flexible solutions that meet the demands of the new regulatory regimes and support the achievement of the University's objectives.</p> <p>Key Responsibilities Participation in a range of quality assurance and enhancement activities relating to in-house and collaborative teaching provision including:</p> <ol style="list-style-type: none"> 1. Contributing to the establishment and oversight of regional and international collaborative partnerships including assisting with the development of Memoranda of Understanding/Agreement and associated schedules; development and approval of programmes and modules; development of and adherence to academic regulations, policies and procedures and the development of Partnership Handbooks; 2. Contributing to the development and delivery of the quality review processes for UK and international collaborative provision (e.g. validations, revalidations and partnership reviews) including preparation of documentation, liaison with relevant staff internally and externally, collecting and analyzing data, compiling reports and overseeing follow-up actions; 3. Supporting the University's academic approval processes, including the servicing of committees and working parties as required; 4. Providing advice and guidance on the interpretation and implementation of policies and regulations; 5. Contributing to the review and revision of institutional quality assurance and enhancement policies, procedures, and regulations, and to the maintenance of relevant records and databases; 6. Ensuring appropriate co-ordination and progression of committee business, and participation in briefing/information exchange sessions on the University's approach to quality assurance and enhancement; 7. Actively participating in regional, national and/or international professional networks relevant to quality assurance and enhancement, and dissemination of information gleaned from such networks to ensure the University keeps abreast of developments and best practice; 	

8. Assisting with preparations for quality assurance reviews of Lancaster University and its collaborative partners by OfS, QAA and any other bodies with delegated authority, and in similar processes for accreditation by professional, statutory and regulatory bodies; and
9. Undertaking any other duties commensurate with the grade of the post as directed by the Head of Academic Standards and Quality.