JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Registrar</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Academic Services</td>
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<td>Job type:</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Academic Quality and Policy Office</td>
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<tr>
<td>Accountable for:</td>
<td>Quality assurance and enhancement of academic provision in departments within the Faculty of Arts and Social Science</td>
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Purpose of the Post

The Assistant Registrars occupy a pivotal position in ensuring a consistent and joined-up approach to strategic quality management across departments in the College, by managing and co-ordinating responsibilities for academic quality assurance and enhancement, and other academic matters such as the maintenance and interpretation of the academic regulations and the development of academic policy. The Assistant Registrars work closely with the Deans of Faculties/ Vice Principals, Associate Deans (Education), Vice Principal (Quality and Standards), the Associate Dean of the Doctoral School, and members of the College's Senior Management team.

Key Tasks

Academic Quality Assurance

1. With high-level support from the Academic Quality Officers, managing the effective operation of College’s quality assurance processes by:
   - acting as Secretary to, and ensuring preparation and follow-up action for Programme Validation Panels;
   - acting as Secretary to, and ensuring preparation and follow-up action for the panels tasked with the annual review and periodic review of academic provision;
   - assisting in reviews of internal quality assurance processes.

2. Assisting in all aspects of preparation, management and follow-up for external reviews and supporting departments as required with preparation and follow up action for the external accreditation of academic programmes.

3. Providing advice to staff on the implications of the external legislation and compliance requirements on internal quality assurance processes.

4. Working closely with colleagues from the Educational Development Team to implement a strategic, consistent and joined-up approach to academic quality management and enhancement.
### Academic Governance
5. With clerical support from Academic Quality Officers, ensuring that there is preparation and follow-up action for key academic governance committees chaired by the Dean or the Associate Deans (Education), in particular by acting as Secretary to the Faculty Board, the Faculty Teaching Committee, and the College Boards of Examiners.

6. Facilitating the flow of communication and consultation on academic matters between departments and the College through informed and balanced representation of sometimes complex and opposing views.

### Academic Regulatory Matters
7. Providing advice to departmental staff and members of the Senior Management team on complex, academic regulatory and policy matters, particularly during the examination period.

8. Assisting in the review and drafting of academic regulations and policy documents.

### General
9. Taking on line management responsibility.

10. Showing a continual commitment to personal development and remaining abreast of relevant developments in the sector through research and attendance at conferences and training events as appropriate.

11. Any other duties as required by the Head of Academic Quality and Policy that are commensurate with the grade and/or are required within the team.

### Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships
The following list is not exhaustive but the post holder will be required to liaise with:
- Deans of Faculty
- Associate Deans (Education)
- Vice Principal (Quality and Standards)
- Education Development team
- Student Administration
- Marketing and Communications
- University of London Worldwide