Emmanuel College
Cambridge

College Registrar
Full Time (36 hours 40 minutes)
Salary: from £37,109 per annum depending on experience

The Tutorial Office provides support to Emmanuel students and academic staff in matters of teaching and assessment, and which administers those aspects of pastoral care which underpin a student’s academic experience. As the Tutorial Office’s representative, the College Registrar plays a pivotal role in guiding college activities aimed at supporting students through their academic progression, ensuring compliance with university requirements, and maintaining effective management of the Tutorial office.

Managing the entire student journey from matriculation to graduation, the College Registrar oversees arrangements for the arrival and induction of students, ensures accurate enrolment, and maintains student records while facilitating the monitoring of academic progress. They provide essential support to students and academics, ensuring the smooth running of the systems that manage sensitive data and complex examination arrangements as well as pastoral and financial support. The Tutorial Office also has responsibility for facilitating a seamless graduation process and contributes significantly to improving the student experience and fostering academic success.

Working closely with the Senior Tutor, the College Registrar is committed to achieving the college’s goals. They uphold compliance and enhance the student experience through collaboration with the Senior Tutor and other departments. A thorough understanding of college operations and relevant data/business intelligence is essential, ensuring alignment with external regulations and adherence to university policies and procedures.

**PRINCIPAL RESPONSIBILITIES**

**Committee Management and Administrative Support for the Senior Tutor**

The Registrar provides administrative support for the Senior Tutor across the full range of tutorial business. This includes responsibility under the Senior Tutor’s direction, for managing the preparation of committee and reports as necessary along with annual lists and circulars and other memoranda issued by the Senior Tutor.

The Master and Tutors’ Committee meets several times per term and is the College’s first-stage decision-making body for matters relating to academic and pastoral support. The College Registrar provides secretarial support to this Committee, including preparing the agenda, papers, minutes (including the indexation and cross referencing thereof), logistical advice and oversight of communicating decisions to students and relevant departments.
Support for Students and Fellows

The Registrar and Tutorial Office provide administrative support for students, Directors of Studies and the Tutorial (pastoral) system of academics and trained welfare professionals who are there to help students. The Registrar will:

- Work closely with the Senior Tutor to enhance student experience and ensure college success
- Partner with various departments (especially the Admissions Office, Accommodation Officer and the College Bursary) to achieve key objectives
- Address and resolve issues related to student records, supervision reports, enrolment, and academic compliance
- Provide students, staff and fellows with comprehensive guidance on academic policies, procedures, and requirements; ensure students are informed about important dates, deadlines, and academic opportunities
- Assist students in understanding and navigating the registration, enrolment, and course selection processes; address and resolve issues relating to these requirements as they arise
- Acting as the College’s Disability Liaison Officer, ensure appropriate accommodations and support services for students with disabilities, including reasonable adjustments such as examinations on the College site
- Assist Tutors in preparing applications to the University Examination Access and Mitigation Committee (EAMC) for exam allowances, intermissions from study, deadline extensions and adjustments
- Provide information to students on exam timetables, venues, and regulations
- Facilitate clear and effective communication with Directors of Studies and pastoral Tutors and assist them in booking start of term meetings with students
- Build relationships with University departments such as the Academic Division, Examination Access and Mitigation Committee, International Office, Office of Student Complaints, Access and Disability Resource Centre
- Liaise with the Central Administration of the University in all matters associated with the Registrary function in the College. Ensure that University policies, procedures, and external agency regulations are followed
- Liaise with UK Student Finance
- In association with the Praelector, to oversee the arrangements for official ceremonies such as matriculation and admission to degrees
- In association with the Praelector and/or the Senior Tutor, oversee the drawing up of seating plans for various functions
- Prepare ‘Academical Notes’ for inclusion in the College magazine
- Provide proof of status of current students to internal and external parties
- Prepare information pack to be circulated to new students (Freshers)
- Work with the undergraduate and postgraduate student union committees to organise induction and welcome programmes for new students
- Provide administrative support for the admissions and accommodation of postgraduate students

Departmental Team Management

- Maintain a supportive and inclusive culture within the Tutorial Office that fosters good communication and team spirit
- Oversee the recruitment process for new colleagues, including job postings, candidate screening, and interviewing
- Develop and implement comprehensive induction programs for new staff
- Conduct timely probation reviews for new staff members; provide feedback and support during probation periods to ensure successful integration
- Hold regular departmental meetings, ensure minutes are recorded and action points are followed up

Data and systems management

- Administer appropriate aspects of the CamSIS student information database (relating to members of Emmanuel College)
- Maintain records of student Members of the College, and liaise with the Development Office concerning historical data provision
- Acquire and maintain comprehensive knowledge of all college activities and related data/business intelligence
- Apply analytical skills and thought leadership to steer the strategic direction of the Tutorial Office, in conjunction with the College leadership
- Monitor progress toward college and university targets
- Prepare and present reports on compliance, student performance, expenditure on pastoral and other support, and other key metrics
- Gather student feedback on academic and administrative processes to identify areas for improvement
- Implement changes and enhancements based on student input to improve their overall experience
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<th>PERSONAL SPECIFICATION</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications</td>
<td>A-level or equivalent experience</td>
<td>A bachelors or masters degree in relevant field such as education, business administration or management</td>
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<td>Skills &amp; knowledge</td>
<td>An excellent understanding and working knowledge of all aspects of UK academic-related governance, regulations, administration and organisational management in a Higher Education Institution</td>
<td>Knowledge of the reporting requirements in relation to student administration placed upon UK universities by statute and by regulation</td>
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<td>Relevant Experience</td>
<td>Proven leader with demonstrable experience in a senior academic administrative role in a UK university or higher education institution Previous experience managing a team</td>
<td>Understanding of college registration processes, course scheduling, and academic calendars Knowledge of governance issues in the higher education sector, and the regulatory and legal arrangements for UK university governance Familiarity with policies related to grading, graduation, and academic standing</td>
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<tr>
<td>Personal attributes</td>
<td>Additional Requirements</td>
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<tr>
<td>Meticulous, attention to detail</td>
<td>Enjoy working with different generations and backgrounds</td>
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<td>Ability to manage varied brief, respond with flexibility whilst observing compliance with regulations</td>
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<td>Tact and patience, ability to work with people in sensitive situations</td>
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<td>Excellent communication skills both orally and in writing across a variety of settings</td>
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<td>High level of numeracy and ability to use and interpret data and statistics for senior management</td>
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<td>Ability to engage students, staff and partners and inspire trust at all levels, establishing positive and productive working relationships</td>
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<td>A demonstrable commitment to utilising equality, diversity and inclusion as a positive resource to enhance staff and student experience diversity and equality</td>
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