

Registrar

Role Description

**THE LONDON
SCHOOL
OF
ARCHITECTURE**

Registrar

Contract type: Permanent (0.8 FTE)

Salary: £55,00 per annum pro rata

1.1 The London School of Architecture (LSA)

The LSA is an independent higher education provider established in 2013. We are a small school with a big mission, currently offering a single academic programme: a two-year postgraduate MArch in Designing Architecture. The Programme is prescribed by the Architects Registrations Board and validated by the Royal Institute of British Architects.

1.2 Role Overview

The Registrar is a central figure in our administrative function. We are seeking a collaborative, collegiate and meticulous academic administrator to take on our registry services. You will work with our small and energetic team to maintain and develop strong administrative practices in line with our strategic aims.

Reporting to the Head of School, you will be highly organised, responsible for administrative oversight of all registry matters for current and developing programmes, and ensuring that the LSA is working within our agreed regulatory frameworks and contractual agreement with our academic partner, the University of Liverpool.

The Registrar is fundamental to ensuring the School's operations and registry systems are robust and accurate, guaranteeing the School has excellent standards of governance, with transparent and regular information flows.

1.3 Roles and Responsibilities Summary

Cross-Organisation

- Support colleagues across all school programmes on matters relating to learner experience and regulatory audits
- Attend Senior Management Group meetings and participate in Operations Group Management meetings
- Attend meetings of the Board of Trustees and meetings of its sub-committees (including the People Committee and Audit & Risk Committee)
- Work closely with the Finance Manager regarding invoicing, forecasting and financial returns and contributing annually to the audit return

Registry and Student Experience

- Oversight and management of all administrative databases and registry systems ensuring robustness and accuracy
- Oversight of all registry matters
- Oversight of all administrative aspects of the student journey from application to graduation
- Lead on all student experience activity, in particular the 'Culture of Care' programme (supporting well-being and mental health)
- Serve as the primary contact for Practice Agreements which underpin

- the Student Placement
- Oversight of the relationship with UKVI for EU/international student recruitment and support
- Regulatory, Professional and Academic Partners
- Manage communications with external bodies: the Office for Students (OfS), the Higher Education Statistics Agency (HESA), the Quality Assurance Agency (QAA) and the Office for the Independent Adjudicator (OIA), to include all statistical returns
- Co-manage communications with professional bodies in liaison with Academic Director, including annual monitoring submissions, statistical requests and pass lists
- Manage operational relationships and the registry interface with the academic partner
- Support the annual cycle of administration for the programme, including timetabling, published materials and policies
- Manage and submitting the new HESA Data Futures return for the OfS
- Lead on monitoring, evaluation and reporting on the LSA's Access and Participation Plan for the OfS

1.4 Attributes

Essential

- Significant experience working within higher education administration: minimum 5 years in a similar role
- Good knowledge of how higher education frameworks operate and sensitivity to maintaining and managing affiliations to external bodies
- Confident and clear communication skills
- Good understanding of student welfare
- Promote equality, diversity and inclusion in the School
- Ability to maintain administrative processes in a rigorous and methodical manner
- Attention to detail in reporting, process, and policy documents
- Excellent time management

Desirable

- Experience in working in architecture/design schools
- Experience of working as part of a small, dynamic team
- Strong digital skills to improve registry processes and support innovative programme delivery (specifically around SIS)

1.5 How to Apply

Application deadline: 4 July 2024

Please submit your application materials – a CV and a Covering Letter – as soon as they are ready via the online portal: <https://hr.breathehr.com/v/registrar-35884>

Interviews will be arranged on receipt of the application materials.