

JOB DESCRIPTION

JOB TITLE:	Academic Registrar and Quality Manager
RESPONSIBLE TO:	Principal
RESPONSIBLE FOR:	N/A
DEPARTMENT:	<p>As a member of the Conservatoire for Dance and Drama (CDD), the Bristol Old Vic Theatre School (BOVTS) is recognised as a centre of excellence in vocational training in all aspects of theatre, film, TV and radio.</p> <p>The School has a long history of producing nationally and globally recognised actors and production arts graduates. With strong links with all aspects of the arts and entertainment industry across the UK and beyond, Bristol Old Vic Theatre School graduates have an outstanding employment record.</p> <p>The School's full-time degree courses are currently validated by the University of the West of England (UWE) Bristol.</p>
LOCATION:	Bristol Old Vic Theatre School, 1 – 3 Downside Road, Clifton, Bristol, BS8 2XF
HOURS:	20 hours per week Monday to Friday plus additional hours and days as necessary.
CONTRACT:	Permanent, £37,000 per annum pro-rata
HOLIDAY:	25 days per calendar year plus bank holidays in non-term time
PENSION:	Auto-enrolment at 1% employee's and employer's contribution to qualifying group personal pension after three months' service rising to a maximum matched contribution of 5% after one year's service
PROBATIONARY PERIOD:	Six months

<p>JOB DESCRIPTION:</p>	<p>The Academic Registrar and Quality Manager is a senior member of the School’s administration team, with responsibility for overseeing quality assurance processes and identifying enhancement initiatives across the School.</p> <p>Working closely with the School’s Senior Management team, the role of Academic Registrar is central to the School’s endeavour to maintain the highest standards in the delivery of its leading courses in acting, creative, and technical theatre. The role holder has a key responsibility in ensuring the School remains aware of changes in HE legislation and complies with statutory obligations.</p>
<p>MAIN DUTIES:</p>	<ul style="list-style-type: none"> ○ Provide effective leadership and authoritative support on all aspects of quality assurance and enhancement, including internal and external regulatory frameworks. ○ Maintain oversight of quality assurance processes and provide leadership and direction in their evaluation and enhancement. ○ Develop strategies for ensuring all School staff improve their understanding of the HE quality assurance landscape and wider HE sector developments. ○ Work in close collaboration with the Conservatoire for Dance and Drama (CDD) and the School’s Senior Management team to support success in the application for Taught Degree Awarding Powers (TDAP). ○ Provide effective leadership and guidance to all School staff to ensure progress of the TDAP action plan, developing and delivering presentations and briefing sessions as appropriate. ○ Work in close collaboration with the CDD in the design, development and implementation of student support policies and ensure such policies are disseminated to, and implemented by, relevant School staff. ○ In liaison with the CDD, ensure the Senior Management team remain aware of developments in HE legislation and statutory obligations. ○ Work with the validating university (UWE Bristol), to support teaching staff and the Senior Management team in the design, development and validation of new and existing curriculum provision. ○ Act as Officer for BOVTS Academic Board meetings and BOVTS Learning, Teaching and Assessment Committee meetings; undertake membership of and attendance at a range of BOVTS and CDD meetings as appropriate. ○ Undertake specific projects as required in support of the role.

PERSON SPECIFICATION:

Required personal qualities and skills:

- Degree level qualification (however, candidates with particularly strong experience, in lieu of a degree, are encouraged to apply).
- Demonstrate professional experience working in a similar or related role within the HE sector.
- In-depth knowledge of the UK HE landscape, including policy, practice and legislation.
- Experience of implementing quality assurance processes, preferably in an educational setting.
- Experience of developing innovative solutions and of managing and contributing to strategic planning.
- Strong communication and interpersonal skills, with the ability to work collaboratively at a range of levels, and to network effectively.
- Ability to perform duties with a high level of professionalism, discretion, diplomacy and confidentiality, as required of the position.
- Flexibility and initiative – ability to work autonomously and adapt to changing priorities and timescales.
- Excellent attention to detail and a high level of accuracy, with the ability to work calmly under pressure and to tight deadlines.
- A proactive approach to continuing professional development.