

Academic Registrar

Job Description

1. **Job title:** Academic Registrar
2. **Hours:** 37.5 hours per week
3. **Salary:** University Grade 8, £50,466.00-£59,865.00 per annum inclusive of Oxford University Weighting
4. **Reports to:** Senior Tutor
5. **Direct reports:** Admissions Coordinator, Student Support & Disability Coordinator, and Academic Support Officer
6. **Job summary:** The Academic Registrar lead's the College's Academic Office and oversees the effective delivery and continuous improvement of academic administration. Reporting to the Senior Tutor, the Academic Registrar plays a central role in ensuring that the systems, processes and support underpinning the academic life of the College are effective, accurate and compliant with College and University requirements. They oversee the student academic lifecycle, from admissions and registration through to assessments and graduation, alongside the administration of academic appointments and fellowships.
7. **Key relationships:** Senior Tutor, Tutors, College Officers, HR

8. Background

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 850 students, more than 80 Fellows, over 70 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 60 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

This post falls within the Academic Office, which handles the College's academic administration under the direction of the Senior Tutor, working closely with the College's other departments. The Senior Tutor is line manager to the Academic Registrar, the Access & Participation Manager, and the College Nurse. The Academic Registrar plays a significant role in ensuring that the information and processes vital to the College's administration are maintained and developed at the highest level.

9. Main Responsibilities

Academic Administration

- Take overall responsibility for the effective delivery and continuous improvement of the College's academic administration, ensuring that processes are consistent, accurate, and responsive to the needs of students, tutors, and academic staff.
- Take the lead on strategic planning and organising of the College's student on-course administration including gaining in-depth knowledge of University policy, procedures and legislation and the Examination regulations.
- Work closely with the Senior Tutor in supporting graduate and undergraduate students' academic progress and achievement, regularly reviewing, monitoring, and reporting, and liaising with tutors and departmental contacts to address academic-related concerns.
- Oversee the administration and coordination of complex or sensitive academic matters, working with the Senior Tutor, Fellows, and relevant University departments to ensure that issues are handled consistently, appropriately and within required timescales.
- Oversee the work of the Admissions Coordinator, the Student Support & Disability Coordinator, and the Academic Support Officer who handle day-to-day administration for student academic affairs.
- Represent St Hugh's across the wider Collegiate University at events, meetings, forums, and on select Working Groups, to ensure practices are reviewed and amended as necessary.
- Identify and resolve complex academic administrative issues, interpreting University regulations and College policies as required, and advising the Senior Tutor and relevant colleagues on appropriate courses of action.
- Monitor the effectiveness of academic administration processes, identify risks and opportunities for improvement, and develop and implement practical solutions to strengthen operational delivery.

Academic Recruitment

- Take the lead in the administration of all academic appointments including fellowships.
- Work closely with the Senior Tutor and the HR Office to ensure that appointment and induction materials are accurate and timely.

Academic Support

- Maintain and develop Academic Office procedures to ensure efficiency and compliance with College and University policies, regulations, and procedures.
- Monitoring of teaching and learning by way of the University's Tutorial Management System (TMS) and Graduate Supervision Reporting (GSR).
- Develop a detailed technical knowledge of University and College data systems, and work to ensure that relevant staff have access to necessary data in an appropriate and timely fashion.
- Ensure effective implementation of University-wide systems for student data management, including acting as the College's Information Custodian.
- Advise the Senior Tutor and relevant College committees on academic administration, University regulations and the practical implications of changes to academic policies and procedures.

- Lead on the development, review and implementation of academic administrative procedures, ensuring that they remain fit for purpose and reflect changes in University requirements and College practice.
- Prepare and coordinate reports and management information relating to academic administration for Academic Committee, Governing Body and other relevant forums, as required. Office Management
- Lead the Academic Office, setting priorities and coordinating workloads to ensure that the team delivers an effective, high-quality service throughout the academic year.
- Take responsibility for team performance, staff development and resource planning within the Academic Office, ensuring that responsibilities are clear, workloads are managed effectively and appropriate cover is maintained during peak periods.
- Review the effectiveness and capacity of the Academic Office, identifying operational risks, dependencies and opportunities for improvement, and making recommendations to the Senior Tutor where changes to processes, resources or ways of working are required.
- Liaise with counterparts in other Oxford colleges, and with administrators and officials across Oxford University; identify and build upon best practice.

10. Selection criteria

Essential

- Qualifications and or relevant experience equivalent to degree-level education;
- Significant administrative experience in the higher education sector;
- Successful experience of improving or creating new processes and procedures;
- Experience of line management;
- A sound understanding of the principles underpinning legislative requirements relating to equality, disability, data protection and freedom of information;
- Excellent problem-solving and negotiation skills; able to formulate clear and practical advice on a range of complex issues;
- Excellent interpersonal skills, including the ability to work as part of a team and to relate to people at all levels of an organisation;
- Excellent analytical, numerical and organisational skills;
- High level of computer literacy (including experience of Microsoft Office based applications);
- A proven ability to juggle multiple demands, manage competing deadlines and to remain calm under pressure;
- Excellent attention to detail and high levels of accuracy;
- Ability to act with tact and diplomacy;
- Ability to handle sensitive situations skilfully, especially in the context of student welfare;
- Good judgement and the ability to deal appropriately with confidential information

Desirable

- Experience of working in the collegiate University

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College.

11. Benefits & Other Terms

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS).
- Annual leave: 40 days of annual (10 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

12. How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: 9am Monday 2 November 2026