



LIVERPOOL
HOPE
UNIVERSITY

1844

Recruitment Pack

Academic Registrar

Job Reference: 2ASTA1

Closing date: Wednesday 22nd October 2025 by 5.00 p.m.

www.hope.ac.uk





POST: Academic Registrar

STARTING DATE: Available from October 2025

SALARY RANGE: £72,000 per annum

TYPE OF CONTRACT: Permanent

WORK PATTERN: 35 hours per week (Monday to Friday – 09.00 a.m. – 5.00 p.m.)

REPORTS TO: Deputy Vice Chancellor and Provost

The Post

The university is seeking an outstanding visionary leader to take on the pivotal role of Academic Registrar. This is a unique opportunity to join our senior leadership/management team and be at the forefront of our strategic approach to academic administration in the digital age.

As Europe's only ecumenical university foundation, Liverpool Hope is committed to educating 'the whole person in mind, body and spirit.' The Academic Registrar will be instrumental in aligning our academic and administrative functions with these core values and our strategic ambition to be an 'anchor institution' for the Liverpool City Region.

As Academic Registrar, you will be directly responsible to the Deputy Vice Chancellor, providing strategic leadership and oversight for the essential services that form the backbone of our academic infrastructure. You will be instrumental in translating our institutional vision into a seamless, digitally-enabled experience that enhances student success, maintains our academic integrity, and ensures our compliance with a demanding regulatory environment.

The Opportunity:

- Lead the strategic development of Registry services, including academic quality and standards, student administration, our student record system, and the design and delivery of our Access and Participation Plan.
- Ensure the university meets and exceeds all regulatory standards, acting as our senior responsible office for all statutory returns and relationships with bodies such as OfS and HESA.
- Lead the university's quality assurance frameworks for the portfolio of programmes, academic partnerships, collaborative provision, and professional body accreditations across all schools and faculties.
- Drive a culture of excellence and customer-focussed service, leveraging technology to optimise processes and deliver a first-class experience for our students and faculty.
- Influence institutional strategy and policy as a key member of high-level committees and a thought partner to senior leadership.

The Candidate:

We are looking for an inspiring and experienced professional with a passion for higher education and a track record of leading positive organisational change in a complex environment. The ideal candidate will be a strategic thinker with exceptional communication and relationship management skills, possessing a deep knowledge of HE regulation and quality assurance and a forward-thinking approach to digital transformation. You will be dedicated to our unique mission and values, and committed to working in partnership to enhance the student experience and success.

If you are an accomplished leader with the vision to shape the future of academic administration and the operational expertise to deliver it, we invite you to apply.

This post is permanent, subject to the 12-month probationary period.

Job description/key duties of the post

Job Title	Academic Registrar	Code	
Subject/Service Area	Deputy Vice Chancellor and Provost Office		
Reports to	Deputy Vice Chancellor		
Accountable To	Deputy Vice Chancellor		
Purpose of Job			
The Academic Registrar provides strategic leadership and operational oversight for Liverpool Hope University’s academic administration, ensuring the integrity of the student lifecycle, regulatory compliance, and the delivery of a high-quality student experience. The post holder is responsible for translating the university’s academic strategy and policies into effective and agile administrative systems and processes, while championing a culture of excellence and continuous improvement across the Academic Registry/Student Administration function. This role will be integral to upholding the university’s mission ‘to educate the whole person in mind, body and spirit’.			
Key Tasks / Responsibilities			
Strategic Leadership and Planning			
1. Provide strategic leadership for the Academic Registry/Student Administration function (including the current data team), ensuring its services and policies are aligned with the university's overarching mission and strategic plan. 2. Serve as a key thought partner to the Deputy Vice-Chancellor and Provost and other senior leaders on all matters related to student administration, academic policy, and governance. 3. Lead, in partnership with IT services, a programme of digital transformation within the Academic Registry/Student Administration functions, harnessing technology to optimise administrative processes, enhance service delivery, and improve the student and staff experience. 4. Represent the University externally in line with the role.			
Academic Governance and Quality Assurance			
5. Act as the senior responsible officer for the university's academic administrative policies, procedures, and systems, ensuring they are comprehensive, coherent, and compliant. 6. Lead and manage the university's academic quality assurance function, ensuring alignment with the requirements of the OfS, QAA, and other professional regulatory bodies and including the appointment of external examiners. 7. Oversee the formal processes for the setup, approval, and modification of the university's curriculum, working in partnership with academic departments and institutional committees. 8. Oversee the annual review of all academic provision through the ARE (Annual Reflection and Enhancement) process.			

9. Lead the quality assurance framework for all academic partnerships and accreditations, including due diligence and significant input into formal agreements.
10. Oversee the design and monitoring of delivery of the university's Access and Participation Plan (APP).

Student Lifecycle and Data Management

11. Provide overall leadership for all administrative processes underpinning the student lifecycle, from enrolment through to graduation.
12. Direct the management and development of the university's student record system, ensuring the integrity and accuracy of data, and conformity with legal requirements such as the General Data Protection Regulation (GDPR) and Freedom of Information.
13. Oversee the management and production of student transcripts, certificates, and other official academic records, including oversight of UKVI compliance for on course students.

External Reporting and Compliance

14. Serve as the senior responsible officer for all statutory and regulatory returns to external agencies, including HESA, ensuring timely and accurate submissions.
15. Act as the university's primary point of contact and key liaison with external regulators, auditors, and professional bodies on all matters of student administration and academic compliance.

Academic Administration and Operations

16. Manage and oversee all aspects of academic assessment, including the integrity of assessment records, the operation of exam boards, and the timely publication of results.
17. Provide strategic oversight for university-wide timetabling of teaching and assessment, ensuring the efficient use of resources and a high-quality student experience.
18. Act as the key institutional lead on matters of student misconduct and complaints, ensuring that processes are managed fairly, transparently, and in line with university policy.

People and Financial Leadership

19. Lead, manage, and develop all people and activities within the Academic Registry/Student Administration (including the current data team), ensuring a culture of high performance, collaboration, and customer-focused service.
20. Provide effective management of the relevant budgets and resources, ensuring value for money and alignment with the university's financial regulations.
21. Oversee the local risk register.
22. Line-manage the Director of Student Administration, the Deputy Registrar, the Head of Student Records & External Returns and the Senior Quality Assurance Officer.

Qualifications / Experience Required
A first degree or equivalent qualification Significant, demonstrable experience in a senior leadership or management role within academic administration or professional services at a large, complex organisation, preferably a university A proven track record of successfully leading and managing positive organisational change and large-scale projects
Regular contacts (internal / external)
Deputy Vice Chancellor Director of Student Learning Academic Deans Faculty Senior Academic Advisors Academic Registrars Council Office for Students
Staff Reporting to Post holder
Director of Student Administration Deputy Registrar Head of Student Records and External Returns Senior Quality Officer

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of Assessment (A/I/P)
A first degree or equivalent qualification	E	A
A postgraduate qualification or a relevant professional qualification	D	A
Experience	Essential (E)/Desirable (D)	Method of assessment
Significant, demonstrable experience in a senior leadership or management role within academic administration or professional services at a large, complex organisation, preferably a university	E	A/I
A proven track record of successfully leading and managing positive organisational change and large-scale projects	E	A/I
A deep understanding of data management principles, including GDPR, and extensive experience with statutory and regulatory returns (e.g. HESA, Data Futures) and Access and Participation Plans	E	A/I
Proven experience in leading through periods of change and track record of effective matrix management and collaboration	E	A/I
Experience in managing complex departmental budgets and resources effectively underpinned by a strong background of numeracy	E	A/I

Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
An excellent understanding of the UK Education sector, including its governance, regulatory frameworks, and policies (e.g. OfS, QAA, CMA)	E	A/I
Comprehensive knowledge of the student lifecycle and the administrative processes that underpin it, from enrolment to graduation	E	A/I
Proficiency in the management and use of complex computerised student record systems and reporting tools	E	A/I
Experience in managing and maintaining institutional academic partnerships and professional accreditations	E	A/I
Strong people leadership skills, with the ability to inspire, motivate, and develop a diverse and high-performing team	E	A/I
Exceptional communication and interpersonal skills, with the ability to influence and manage relationships with a wide range of stakeholders, from students to the university's Executive Board	E	A/I
Strong investigation, problem-solving, and conflict resolution skills, with the ability to handle sensitive and confidential matters with discretion	E	A/I
Any other requirements	Essential (E)/Desirable (D)	Method of assessment
A proactive, solutions-oriented, and strategic mindset	E	A/I
Resilience and adaptability to the demands of a rapidly changing Higher Education environment	E	A/I

A strong commitment to promoting equality, diversity and inclusion consistent with the university's values	E	A/I
A passion for higher education and a commitment to enhancing the student experience and success, in line with Liverpool Hope's mission	E	A/I

Name of contact for queries

Dr Penny Haughan

Deputy Vice Chancellor and Provost

You are welcome to arrange a confidential discussion with Dr Haughan by emailing dvcoffice@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary for this post is £72,000 per annum. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 32 (professional services staff) or 35 (academic staff) days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

Useful Links

[Life at Hope](#)

[People Services](#)

[Job Opportunities](#)

[New International Staff](#)





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