



Academic Registrar and Director of Student, Library and Academic Services

Academic Support

Academic Support (Faculty Based Teams)

- Start of year activity.
- Staff-Student Programme Committees.
- Quality and Standards within Faculty.
- Advice and guidance to academic staff.
- Assessment Planning.
- Results Management.
- Professional Suitability.
- DL support (where not Educational Partnership).
- Curriculum based employability clinics.

Educational Partnerships (CV Academic Support, Partnerships and Campuses, Distance Learning and Degree Apprenticeships (Employers))

- As Academic Support above, plus:
- Management of CV provision: Ops manuals, travel coordination, tracking student numbers and income.
 - Support for Amsterdam and London Campus Directors.
 - Employer DA support and ESFA compliance.
 - Support for strategic Educational Partners.

Graduate School

- Enrolment/Annual Progression/Examination/Committee support/Training/Research Council/Student systems.

Quality and Teaching Excellence

Approval and Revisions

- Programme/Module Approval/Revisions.
- Partnership development and QA - Validation/ Franchise Arrangements; Dual/Joint Awards; Distance Learning Support Centres.

PSRB Accreditations/Reviews

- Planning and co-ordinating accreditation events/activities/ Supporting preparatory work/ meetings, collating/drafting documentation.
- Accreditation maintenance.
- Review activities.

Governance and Enhancement

- Governance: Committee Secretariat/Policy development/updating website.
- External Examiner appointment and reports.
- Student surveys.
- Enhancement support: TQEF/Projects and Task & Finish Support.
- Professional Recognition Scheme.

Apprenticeships

- Regulatory and monitoring maintenance and compliance.
- Systems and process training and development.
- Key lead and contact for apprenticeship Ofsted and IfATE.
- Maintenance of Institutional RoATAP.

Teaching Excellence

- Strategic leadership/support for Education Strategy initiatives across the University.
- Advice/guidance for academic practice.
- Engagement with academic staff to support enhanced Learning, Teaching and Student Experience in department.
- Academic staff development.

Registry Records and Returns

Registry Services

- Enrolment/smartcard processes.
- Programme/module/diet set-up.
- Progression and Award rules and mark schemes.
- User Training and support.
- DBS Administration.

Examinations and Awards

- Examinations, invigilators, orals, OMR
- Congregations.
- Parchments, transcripts, HEAR and verifications.

Timetabling

- Teaching Timetable and Room Bookings.

Returns and Information

- Statutory and PSRB Returns.
- Operational Reporting.

Business Process Development

- Business Analysis.
- Student Record System web design, workflow.

Data Management

- Archiving.
- Data quality and compliance.
- Data processes and structures within SRA.
- AR Super User for SITS.
- Data cleansing and Data roll overs.
- User access.

Northumbria Language Centre

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- In-sessional Academic Language Skills, including faculty aligned Academic Language Skills.
- Pre-sessional Language Skills, including summer schools and activity at London Campus.
- UniLang: German, French, Spanish, Italian, Japanese, British Sign Language.
- Degree teaching - International Business Management (French and Spanish); TESOL; humanities.
- Short Courses.
- Overseas Testing.
- International Foundation Programmes - Qatar and QA.

Student Life and Wellbeing

Duty of Care for Students

- Managing the University's Duty of Care support for students; minimising personal risk for students and supporting positive outcomes.
- Managing case conferences and cross-University support.

Mental Health Support

- Supporting positive mental health and wellbeing for students.
- Resilience, mindfulness and peer support opportunities for students.
- Therapeutic interventions including appointments with counsellors, mental health practitioners and guided self-help.

Disability and Inclusion

- Supporting students who disclose disability; support for DSA funding and managing adjustments (DSSRs).
- Digital inclusion.
- Specialist mentoring and support worker services.

Student Life

- Financial and immigration advice.
- 'Meet and Greet' service.
- Hardship funding.
- Managing serious welfare incidents, sexual violence and anti-social behaviour.
- Chaplaincy and faith advice.

Visa Compliance

- Managing visa compliance for the University.

Graduate Futures

Supporting Student Career Readiness

- Careers information, advice and guidance to students and recent graduates.

Partnership with Faculties

- Advising on curriculum development, embedding employability and supporting Faculty plans, targets and activities.

Employer Engagement

- Opportunities for students to engage with graduate recruiters.

Student and Graduate Enterprise

- Developing student enterprise skills and supporting those who want to start-up their own business.
- Student and graduate enterprise mentoring and support.

Student Placements and International Mobility

- Developing and maintaining placement/ internship and study abroad /other international opportunities.
- Risk management and health and safety support for student placement or international activities.
- Sourcing and filling graduate internships in regional Small and Medium-sized Enterprises (SMEs).

University Library

Discovery and Access to Scholarly Knowledge

- Developing and providing physical and digital access to multidisciplinary Library Collection and wider resources.

Library Learning and Research Spaces to Meet the Needs of Students and Faculty

- Designing and managing the University's library space as unique scholarly environments to meet the needs of students and Faculty.

Skills Development

- Providing both students and Faculty with the opportunity to develop their digital scholarship and information literacy through comprehensive training delivered both face-to-face and online.

Open Scholarship and Research Insight

- Supporting scholarly communication and Open Access compliance of Northumbria's research data and outputs.
- Delivering new research insights for Faculty and decision makers across the University with our expertise in bibliometrics.

Copyright

- Providing information and guidance for students and Faculty on all aspects of Copyright.
- Managing copyright licences.

Student Engagement

Ask4Help

- 24/7 front line support to students on all their queries across all services.
- Receipt and return of assessments.

Maximising Student Engagement

- Managing student attendance.
- Retention and support from Educational Learning Analytics.
- Implementing disability adjustments.

Changes of Circumstances

- Management of student withdrawals, transfers and interruptions and changes to student status.

Support When Things Go Wrong

- Management of student complaints and support for appeals against assessment results.
- Student discipline.

Students in the Community

- Encouraging positive student engagement with the local community.

The Student Portal and Student Communications

- Managing the Student Portal content and Knowledge Articles.
- Creating marketing assets, resources and brand alignment.