



Academic Registrar Application Pack 2025



Welcome from the Vice-Chancellor

Dear Candidate,

Thank you for your interest in joining our university community. I am delighted to welcome you to this candidate pack and to share a glimpse of what makes our institution a truly special place to work, learn, and thrive.

At Health Sciences University, we are proud to be at the forefront of education, research, and innovation in the health and care professions. Our mission is clear: to improve lives through excellence in health sciences education and impactful research and innovation, working closely with industry to address real-world challenges. Our civic role extends beyond traditional academic domains: we have substantial community-facing clinics, multiple partnerships with the NHS and voluntary and independent sector, and extensive student-led clinics, which serve as a bridge between the university and the community, addressing local needs and offering practical experience for our students.

We are a values-driven institution, committed to collaboration, compassion, and continuous improvement. Our staff and students work together in a vibrant, inclusive environment where everyone is empowered to make a difference. Whether through pioneering research, outstanding teaching, or community engagement, we strive to shape the future of healthcare locally, nationally, and globally.

This is an exciting time to join us. We are investing in our people, our infrastructure, and our strategic partnerships to ensure we remain a leader in health sciences education. We are looking for individuals who share our passion and ambition – those who are ready to contribute their expertise, energy, and ideas to help us achieve our goals.

I hope this pack provides you with a clear understanding of our vision, values, and the opportunities available. If you choose to join us, you will be part of a supportive and forward-thinking university that values your contribution and is committed to your development.

Thank you once again for considering a future with us. I wish you every success in your application.

Warm regards

Lesley

Professor Lesley Haig

Vice-Chancellor, Health Sciences University



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Who we are

Health Sciences University (HSU) was established in August 2024 following the merger of AECC University College and the University College of Osteopathy. The University was formally launched in October 2024 when Her Royal Highness The Princess Royal was installed as the university’s inaugural Chancellor. Both founding institutions bring with them a proud legacy of innovation and global leadership in health education: AECC University College, founded in 1965, is renowned for its expertise in chiropractic education, and the University College of Osteopathy, established in 1917, has a distinguished history in osteopathic training.

HSU is a specialist institution focused exclusively on health sciences education, research, and clinical practice. The university operates across two sites in Bournemouth and London with around 2000 students and over 300 staff across four academic schools. We offer more than 30 courses in pre and post graduate allied health, sport and exercise sciences, psychology and mental health, chiropractic, and healthcare leadership

and management. HSU also provides a growing number of apprenticeships alongside a diverse portfolio of accredited CPD and masterclasses to a wide range of professionals more broadly across the registered and unregistered health and care workforce, such as nurses, medics, paramedics, operating department practitioners, and assistant practitioners.

HSU places research at the core of its mission, driving innovation in healthcare education, clinical practice, and community wellbeing. Our research is structured across several specialist centres and themes and supports a wide range of funded and self-funded research projects. Its research and innovation aims to: improve health outcomes through evidence-based practice; support sustainable, person-centred healthcare; integrate digital technologies with compassionate care; and shape future-ready healthcare professionals.

As a CQC registered provider, HSU has an advanced clinical infrastructure which supports over 15 clinical services, and operates cutting-edge facilities including an Integrated Rehabilitation Centre, an Open Upright MRI Scanner, Digital X-ray and Ultrasound Suites, and a range of on-site MSK, podiatry and rehabilitation clinics. HSU Clinical Services support around 65,000 patient visits across its two locations each year in its private and student-led training clinics, provide clinical and imaging services commissioned by NHS and PVI partners, and host multiple partners

onsite including one of University Hospital Dorset’s Imaging Centres, a charity-based Lymphoedema service, local PCN and pan-Dorset MSK services.

HSU collaborates widely with NHS Trusts, private healthcare providers, local authorities locally, and systems regionally, nationally and internationally, ensuring high-impact education, practice and research which aligns with contemporary health and care sector needs.



Our Values

Our values: Caring, Professional, Passionate, Inclusive and Collaborative, set out to guide not just what we do but also ‘how’ we do things.

Our Mission

Our mission to ‘create a healthier society through education, research and clinical care’ is as relevant today as it was when the heritage institutions were launched 60 and 108 years ago respectively.

Our Vision

Our vision is ‘to be a leading specialist health sciences university providing excellent education, clinical care and applied research. We will become an important anchor institution serving our local communities, recognised nationally and internationally as a centre of excellence.’ This vision continues to drive our institutional journey as we develop and diversify our academic portfolio, research and innovation, and patient services.

Our Strategic Aims

Now a year post-merger we continue to realise our ambitions and the opportunities associated with our unique brand across both campus locations. As we near the end of the current strategic plan, we will shortly commence a strategic review to take stock of our challenges and opportunities, which will guide our direction of travel for the next few years.

Our current strategic aims are as follows:

- Provide an outstanding student experience and deliver excellent graduate outcomes
- Support the expansion and development of the health workforce by providing demand-led high quality education and training programmes
- Provide excellent patient-centred and multidisciplinary clinical, rehabilitation and diagnostic services
- Position ourselves as a first-choice partner within specialisms for research and innovation in the health sciences
- Establish ourselves as the anchor University for knowledge exchange and economic development within our communities
- Create a diverse, inclusive and sustainable environment in which we support our people and develop our activities, spaces and facilities.



Our Locations: Bournemouth and London

About Our Bournemouth Campus / Parkwood Road

Bournemouth is a beloved seaside destination, renowned for its seven miles of stunning sandy beaches. Nestled between the New Forest and Hengistbury Head - both designated Areas of Outstanding Natural Beauty - the town offers a perfect blend of coastal charm and natural splendour.

The town centre features a wide array of shops, while the nightlife caters to all tastes, with theatres, cinemas, and live music venues.

The HSU main building in Bournemouth is a grade II listed building situated on Parkwood Road which dates back to 1888 and was previously a convent school. HSU's clinical services and state-of the art Integrated Rehabilitation Centre are close by. The campus is a 5-minute walk from Southbourne, a chic neighbourhood east of Bournemouth full of artisan cuisine, bars and independent shops, and a 10-minute walk from seven miles of golden Blue- Flag award winning beaches. Southbourne was named as one of the best places to live in the UK by the Sunday Times in 2025.

There are good road networks and rail links to London.



About Our London Campus / Borough High Street

Our London campus is situated in Borough High Street, which offers a rich blend of history and culture, perfectly fitting for a location in the heart of the capital. The area is steeped in literary heritage, with strong ties to the life and works of Charles Dickens. Close by, you'll find the iconic Borough Market and the historic London Bridge, making it a vibrant and culturally significant part of the city. The area is dynamic, with modern living spaces, shops and restaurants.

Our modern main teaching building in London is on Borough High Street and has excellent public transport links. The London Clinic is just a short walk away.

Job Description and Person Specification

Position: Academic Registrar

Department: Registry

Reporting to: Deputy Vice Chancellor

Salary (Band/Annual/Pro rata): F+ (min)

Responsible for: Registry Teams

Hours per week/FTE: 1

Working Pattern: Mon – Fri, some possible weekend/evening work – Cross Institutional between London and Bournemouth and some travel to partner institutions.

Job Purpose/Summary:

The Academic Registrar provides strategic and operational leadership for student and academic administration across the University, ensuring that Registry services are effective, responsive, and fully aligned with our student-first philosophy.

As the senior officer responsible for academic administration, the Academic Registrar oversees key student lifecycle services, academic regulations, quality assurance, statutory reporting, and regulatory compliance. The role is pivotal in shaping services that directly impact the student experience, from enrolment through to graduation,

ensuring that processes are clear, fair, and supportive at every stage. This is a strategic leadership role requiring active engagement from an experienced leader who is visibly proactive, someone who confidently challenges existing practices and drives improvements wherever opportunities arise to enhance service quality. Working closely with senior leaders, Heads of School, and professional service teams, the Academic Registrar translates academic strategy into practical, student-focused delivery.

Key Responsibilities:

1. Core Registry Responsibilities

- Provide strategic and operational leadership across all areas of Registry activity, ensuring services are effective, student-focused, and aligned with the University’s strategic plan and annual operating priorities.
- Lead and continuously enhance Registry services across the student lifecycle, with a particular focus on course administration, timetabling, assessments, progression, data quality, academic governance, and graduation.
- Deliver the Registry contribution to the University’s annual operating plan, ensuring alignment with local and institutional objectives and KPIs.
- Set ambitious and achievable team KPIs aligned to the strategic vision, and ensure they are regularly monitored, reviewed, and achieved.
- Act as institutional lead for student-related statutory returns and regulatory engagement

- (e.g. HESA, OfS, SLC), working collaboratively across departments to ensure data quality and compliance.
- Ensure compliance with relevant legislation, regulatory frameworks, and quality standards, including OfS, HESA, SLC, UKVI, and PSRB requirements.
 - Manage the Registry budget, ensuring value for money and effective resource planning in line with institutional priorities.

2. Student Experience and Service Design

- Embed a student-first ethos in every aspect of Registry operations, ensuring services are inclusive, efficient, and designed to support a positive student journey.
- Identify opportunities to improve processes and implement service innovations that enhance the student experience and reduce unnecessary complexity.

3. Leadership and People Management

- Build a supportive, high-performing Registry team culture that empowers staff and encourages ownership, collaboration, and professional growth.
- Provide visible and proactive leadership, creating a positive and inclusive culture within the Registry team and promoting a shared commitment to excellence.
- Lead, develop, inspire, and manage the Registry team to ensure objectives are achieved in line with local objectives, the Registry strategy, and the annual operating plan.
- Ensure team members are effectively supported, developed, and challenged.
- Set clear KPIs and objectives, ensure regular feedback is provided, and effectively manage any areas of underperformance.
- Coach, motivate, and progress the team, ensuring high engagement that is reflected in excellent service to all stakeholders.

4. Stakeholder Collaboration and Institutional Contribution

- Collaborate closely with academic and professional colleagues to understand their needs and provide Registry services that are enabling, responsive, and solution oriented.
- Collaborate with other senior managers to ensure continuous improvement in Registry services, making a proactive contribution to wider institutional aims.
- Contribute to University-wide initiatives as a member of the senior management team, bringing expertise, insight, and a strong student-centred perspective to cross-functional projects.
- Contribute to the development and implementation of the University’s strategic direction, ensuring Registry activity supports institutional goals and priorities.

5. Academic Governance, Quality and Compliance

- Oversee quality assurance functions, academic regulations, policy development, and academic governance structures to ensure compliance and alignment with sector best practice.
- Support academic governance by leading committee servicing, contributing to academic board functions, and ensuring effective execution of regulatory responsibilities.

- Institutional lead for Prevent: act as the University’s designated lead for Prevent, ensuring compliance with statutory duties, maintaining appropriate policies and procedures, overseeing risk assessment and action planning, coordinating staff training and awareness, and providing regular reports to the Board of Governors and external regulators.
- Manage institutional regulatory processes, including academic appeals, student complaints, fitness to practise, and student discipline.
- Lead the University’s immigration compliance activity for students, maintaining Highly Trusted Sponsor status and supporting international student success.
- Ensure effective use and development of the student records system, including accurate and timely statutory reporting and data quality management.

6. Sector Engagement and Policy Insight

- Keep up to date with sector policy developments and advise senior leaders on emerging trends, risks, and opportunities.
- Represent HSU externally and actively participate in sector networks to inform and shape the development of academic administration.
- Champion the University’s values through leadership and behaviour, fostering a culture of integrity, respect, and professional accountability—while supporting an environment that upholds academic freedom and lawful freedom of speech.

Additional Duties

The postholder must be willing to travel regularly between HSU’s London and Bournemouth campuses and to partner institutions as required. They should be committed to upholding the University’s values and policies, including those relating to equality, diversity, inclusion, and belonging, and to maintaining high standards of health, safety, and wellbeing across their areas of responsibility.

The Academic Registrar is also expected to engage actively with external networks, regulatory bodies, and professional communities to share best practice, stay informed about sector developments, and positively represent Health Sciences University.

Job Description and Person Specification continued

REQUIREMENT	ESSENTIAL	DESIRABLE
Education, Training and Qualifications	Undergraduate Degree Evidence of continuing professional development.	Postgraduate Qualification
SKILLS AND KNOWLEDGE		
<ul style="list-style-type: none">Excellent leadership and management skills with the ability to create an environment where others are empowered to make their best contribution.Excellent knowledge of academic governance, quality assurance, and regulatory frameworks relating to student and programme administration in UK higher education.Knowledge of the reporting requirements in relation to student administration placed upon UK universities by statute and by regulation.Excellent communication and interpersonal skills, including the ability to engage diverse audiences and convey complex information with clarity and influence.Advanced user of student records systems (e.g. Quercus), with strong understanding of data quality assurance and statutory reporting requirements (e.g. OfS, HESA, SLC).High level of numeracy, including management of multi-faceted budgets and ability to use and interpret data and statistics for senior management.Understanding of relevant legislation and statutory requirements.Strong supportive management skills including team building.Knowledge and understanding of the higher education landscape in England.		
EXPERIENCE		DESIRABLE
<ul style="list-style-type: none">Experience of managing a professional services team in Higher Education.Proven track record of delivering complex operational management across multi-faceted professional service functions.Demonstrable experience of successful implementation and delivery of diverse strategic change management initiatives at functional and organisational level.Extensive experience of working within a regulatory framework.Extensive experience record of policy development, implementation and monitoring.Experience supporting and servicing both Executive and non-Executive committee requirements working at a senior level across departmental boundaries.Provision of effective academic governance and committee servicing.Experience of successful organisational change.		<p>Experience of working within an environment overseeing health education and an understanding of PSRB requirements.</p> <p>Experience of relational databases and statistics.</p>
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none">Politically and culturally astute, with excellent ambassadorial and relationship-building expertise and diplomacy, negotiation and influencing skills and to nurture and sustain a high – performance culture.Self-motivated, persistent and resilient.Ability to engage students, staff and partners and inspire trust at all levels, establishing positive and productive working relationships.Strong intellectual resources and abilities and emotional intelligence with a track record of integrity, openness and honesty.Confident, flexible leadership style.Excellent ability to motivate, persuade and influence others to achieve results.Ability to see the big picture clearly with sound insight.Ability to make difficult decisions, communicate them effectively and see implementation through.Methodical approach and an eye for detail.		
ABILITIES		
<ul style="list-style-type: none">Ability to actively promote and embed equality, diversity and inclusion to enhance the staff and student experience.Ability to engage students, staff and partners and inspire trust at all levels, establishing positive and productive working relationships.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none">A wide network of relevant contacts.		

NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.





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