

Job Description and Person Specification for: Academic Governance Administrator

Department:

Academic Registry

Reports to:

Assistant Academic Registrar (Academic Governance)

Salary (Band/Annual/Pro rata):

Grade B

Responsible for:

For the delivery and enhancement of excellent Registry services, specifically supporting the area of academic governance.

Job Purpose/Summary:

Health Sciences University (HSU) is a growing, specialist higher education institution with campuses in London, Bournemouth and Reading offering a focused portfolio of health sciences programmes. We are committed to high-quality learning and teaching, strong graduate outcomes, and a supportive student experience.

The Academic Registry plays a central role in achieving these goals, managing the student lifecycle and the governance of academic standards. This includes student records, registration, timetabling, assessments, and graduation, as well as the University's academic quality framework, policies, and committee structures.

The Academic Governance Officer role is responsible for the delivery and enhancement of excellent Registry services, specifically supporting the areas of academic governance; academic committees, academic regulations, policies and procedures and administration of Student Casework.

The role is part of a wider Academic Registry team and will also provide support and cover for other Academic Registry functions as and when required commensurate with the level of the role.

The role reports to the Assistant Academic Registrar (Academic Governance) and will also work with the Academic Registrar, as well as other Registry colleagues.

Main Responsibilities/Key Tasks:

Academic Governance Support

- Working with the Assistant Academic Registrar (Academic Governance) and Academic Registrar, provide high level administrative and secretarial support to Academic Committees, including annual date setting, membership management, collating agendas, liaising with the Chair and other relevant committee members, formation and distribution of papers, minute taking and progress chasing matters arising.
- Drafting, for approval, academic committee and year dates annually and planning dates in advance.
- Coordinating the annual Honorary Awards process.
- Providing administrative support for the Prevent Steering Committee.

Academic Policy Support

- Supporting the academic regulation, policy and procedure review framework and process to meet review deadlines, including managing the framework documentation, support policy owners with reviews, drafting updates, and stakeholder engagement.
- Supporting the Assistant Academic Registrar (Academic Governance) and Academic Registrar with the implementation of student facing policies and procedures.

Student Governance Support

- Supporting and coordinating student governance casework including appeals, complaints and matters raised under the student conduct framework, including the administration of casework processes including scheduling and organising meeting panels, taking meetings, producing outcomes and maintaining records.
- Liaising with academic staff, external professionals and students to ensure student governance casework is delivered in accordance with relevant policies.

Academic Registry Support

- Manage relevant shared Academic Registry inboxes, providing an efficient and effective response to enquiries, including responding to alumni record requests.
- Maintaining relevant archive material within Academic Registry in accordance with the Records Retention Schedule and current legislation.
- Providing effective administrative support to the Assistant Academic Registrar (Academic Governance) and Academic Registrar.
- Booking travel and conferences, etc. for staff as requested and appropriate.

General Support

- Proactively managing key internal and external relationships to ensure the role is effectively delivered.
- Serving as a member of the Academic Registry Team, working collaboratively across Registry functions.
- Participating in key University events such as graduation and enrolment
- Support institutional events and activities as required (e.g. enrolment, graduation).

Additional Duties

- Work in line with HSU values.
- Demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity, Inclusion and Belonging Policy.
- Demonstrate support for the University's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- Undertake other activities and duties as may reasonably be expected and identified from time to time commensurate with the level of the post.

<u>Requirement:</u>	<u>Essential:</u>	<u>Desirable:</u>
Education, Training and Qualifications	▪ A-Levels or equivalent	▪ Undergraduate degree
Skills and Knowledge	▪ Excellent communication and interpersonal skills ▪ Proven experience of minute taking for committees, meetings or groups ▪ Excellent IT skills, including Microsoft	▪ Knowledge of HE administration

	- Office suite with ability to quickly learn new systems ▪ Effective time management skills ▪ Excellent organisation skills and ability to prioritise	
Experience	▪ Proven experience in an administrative role in higher education or a similar environment ▪ Proven experience of following and implementing regulations, policy and procedures.	▪ Experience of working with student record system ▪ Experience of process improvement
Personal Attributes	▪ High degree of commitment and professionalism ▪ Proactive ▪ Resilient ▪ Strong attention to detail	
Abilities	▪ Proven ability to work independently as well as in a team ▪ Proven ability to work well under pressure ▪ Proven ability to maintain confidentiality and use discretion at all times ▪ Proven ability to effectively prioritise tasks	
Other Requirements	▪ Flexible approach	

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**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.*

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

September 2026