MOORE
THEOLOGICAL COLLEGE
AN AUSTRALIAN UNIVERSITY COLLEGE

Position Description

Moore Theological College's:

Vision is: to see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost

Mission is: to provide excellent evangelical theological education

Values are: Christian faith, integrity, grace, service, community, scholarship, gender complementarity, freedom of enquiry and integration

Position Title:	**Registrar**
Industrial Instrument and classification:	Educational Services (post-Secondary Education) Award 2010, General Staff Level 9
Reports to:	Chief Operating Officer (operational) Academic Dean (academic matters)
Primary Purpose of Position:	Oversight of academic quality and compliance (including requirements under the TEQSA Higher Education Standards Framework), student administrative services team, academic governance support, timetable scheduling and examinations and facilitation of student progress from enrolment to graduation
Special tools/equipment or conditions:	General office equipment Customer Relationship Manager (CRM) Attendance at Graduation and other out-of-hours events on occasions

Relationships:	**Internal:**
	    Chair of the Academic Board
	    Academic Board and its subcommittees
	    Faculty departments
	    Students
	    IT team
	    External Engagement Team

	External:
	    TEQSA
	    Australian Dept of Education, Skills and Employment
	    QILT Surveys – Social Research Centre
	    IHEA
	    Sydney Anglican Diocese

Number of staff under supervision:	Five – including Assistant Registrar Undergraduate, Assistant Registrar Postgraduate and Assistant Registrar PTC

Selection Criteria

Essential Criteria:
- tertiary qualifications or equivalent professional experience
- experience in academic administration
- people management experience
- demonstrated experience in developing and maintaining a quality environment
- knowledge of the Australian higher education regulatory system
- familiarity with the Sydney Anglican Diocese
- strong verbal and written communication skills
- proficient in the use of MS Office, CRM and records management systems
- proven ability to engage stakeholders
- ability to support and promote the Christian Vision, Mission and Values of Moore College

Desirable Criteria:
- experience with the government sector within higher education
- tertiary qualification in theology

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name	
Signature	
Date	

Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
Quality		
Academic Quality	• Facilitate the student progress from enrolment to graduation • develop, evaluate and maintain the College's academic quality environment and systems • develop the annual academic calendar and timetable in conjunction with Faculty and other departments as necessary • provide advice and recommendations in relation to academic governance matters for the College • coordinate the QILT surveys • coordinate the reviews of academic policies and procedures	• the academic quality environment is operating effectively • Academic calendar and timetable are published and circulated annually by due date • QILT surveys are supported and high level result maintained • policies and procedures are reviewed as per the schedule
Academic Compliance	• oversee and maintain compliance with the legal requirements of the College's academic operations • ensure external reporting requirements are met • manage the accreditation processes for the College in line with the University College requirements	• all legal requirements of the academic operations of the College are met • accreditation requirements are submitted on time

Key Performance Area	Key Tasks	Performance Indicators
Influence		
External Relationships	• liaise with government, diocesan bodies, the industry peak body and other external bodies as required • keep College management informed of industry or government policy or legislation changes which may impact the College	• maintains professional relationship with external bodies • changes and trends are reported regularly
Communication	• ensure that relevant information regarding academic matters, plans or issues are effectively communicated to key stakeholders, including faculty and staff • ensure that organisational and departmental information is communicated to the team in a timely manner • ensure that team meetings are held regularly	• stakeholders are kept informed • management decisions are communicated to the team as soon as practicable • academic decisions are communicated to the team as soon as practicable • regular team meetings are held
Cross unit cooperation	• ensure collaboration between the Registrar's department with other departments as required • provide information to the External Engagement team as required • communicate team issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for • provide support to faculty and management where appropriate	• other departments are aware of potential impacts of department plans. • team provides administrative support to the academic departments • information is provided accurately and in a timely manner

Key Performance Area	Key Tasks	Performance Indicators
Capacity		
Academic Administration	• be responsible for the support of the academic governance structures of the College, including agendas, minutes etc • act as secretary to the Academic Board and the Learning and Teaching committee • ensure the effective and efficient administration of the College's academic programs • ensure the effective and efficient administration of the unaccredited programs • oversee the academic and administrative support of current students • oversee the student administration processes and systems • engage with student concerns directly in a timely and compassionate manner while upholding the necessary regulation • ensure student information and course information is up to date, e.g. handbooks, website • prepare and distribute the academic calendar • develop and maintain the College timetable for all courses	• academic governance processes are run as per the schedule • the academic programs of the College are administered effectively • students are provided with appropriate academic and administrative support • student administration systems are up to date • student information is up to date • Academic calendar is developed annually • timetable is up to date and published at all times
Academic Development	• support the development and review of courses in conjunction with the Academic Dean • implement decisions approved by the Academic Board	• course review is supported and maintained • course development is supported and new courses implemented

Key Performance Area	Key Tasks	Performance Indicators
Sustainability		
Planning	• support measures related to implementation of the Learning and Teaching, the Research and Scholarship and the Community Engagement plans • develop a continuous improvement approach within the department • ensure department activities are managed within the allocated budget • undertake any other duties or requirements where required	• plans are supported and implemented where applicable • improvements are implemented continuously • department activities are within budget
Internal Reporting	• provide advice to senior management as required • provide updates to the management team regarding academic decisions which impact on operations	• reports are submitted on time • managers are updated regularly
Policies and Procedures	• develop and review academic policies and procedures. • ensure policies and procedures are published and communicated to stakeholders • ensure procedures are developed and maintained for the department	• policies and procedures are reviewed regularly • policies are up to date on the College website

Key Performance Area	Key Tasks	Performance Indicators
General		
People Management	- be responsible for the management of the team, including but not limited to: induction, performance reviews, regular feedback, leave management, probation management, and employee exit - conduct all People and Culture processes in line with the relevant College policies and procedures - consult with the People and Culture manager for people issues as they arise. - ensure knowledge, information and decisions are regularly communicated to the team - develop a positive team culture	- People and Culture processes are followed as per timeframes in the relevant procedures - staffing issues are addressed as soon as they arise - team members are equipped with the knowledge and information to effectively do their role
Community	- demonstration and personal leadership in enacting the College's values demonstrate leadership in making positive contributions to the organisation's culture - work collaboratively with other teams - encourage teamwork and foster good communication with other teams - actively participate in team and staff meetings	- participation in team and staff meetings - team members contribute to team and staff meetings - team contributes positively to the organisational culture

Key Performance Area	Key Tasks	Performance Indicators
Risk and Compliance	- ensure team compliance with WHS legislation, policy and procedures - demonstrate leadership in promoting and raising awareness of WHS in the College community - contribute to the maintenance of a safe, clean working environment - ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks - ensure risk is managed appropriately within team activities - ensure department records are managed within the policy requirements	- evidence of participation in WHS activities, e.g. fire training, as required - risk assessments are conducted prior to new activities being undertaken - WHS is promoted within team meetings - team attends WHS training - evidence of risk management in work activities - when applicable, department documents are regularly updated in TRIM
Professional Development	- maintain currency in key competencies - attend internal and external training as required - promote and encourage professional development within the team - participate in an annual performance review - conduct the annual performance reviews of the Registrar's team	- competencies remain up to date - evidence of participation in internal and external training - team members are engaged in professional development annually - performance reviews are conducted annually