

<b>Academy of Live Technology Ltd</b>	<b>Job Description</b>
<b>POST TITLE:</b> Registry Director (1 FTE)	<b>REFERENCE:</b> ALT2026-03
<b>AREA OF WORK:</b> Academy of Live Technology	<b>DATE COMPILED:</b> May 2026
<b>SALARY RANGE:</b> £55-£65k dependent on experience	<b>HOURS PER WEEK:</b> 40hrs per week
<b>Probation Period:</b> 6 months	<b>STANDARD WORKING HOURS:</b> Monday to Friday 8.30am to 5.30pm. Evening and weekend working may be required.
<b>Notice Period:</b> 1 Month during probation, 3 months after probation.	<b>START DATE:</b> July 2026
<b>Holiday Entitlement:</b> 25 days & Bank Holidays	<b>END DATE (If applicable):</b> N/A
<b>FIXED TERM or PERMANENT CONTRACT:</b> Permanent	
<b>IMMEDIATE LINE MANAGER:</b> The Registry Director will report to the Head of Institution and will work closely with academic leadership, quality assurance, student services, and external regulatory bodies.	
<b>DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER:</b> Registry Manager & Academic Administrators	
<b>JOB PURPOSE:</b> The Registry Director will provide strategic and operational leadership for the Academy of Live Technology's academic registry and student administration functions, ensuring excellence in governance, compliance, student records, quality assurance, and institutional reporting. The postholder will play a critical role in supporting ALT's transition to an independent higher education provider with its own Degree Awarding Powers from September 2026, ensuring that all registry systems, policies, procedures, and governance frameworks meet the expectations of a degree-awarding institution and align with sector best practice and regulatory requirements. The Registry Director will work closely with senior academic and professional services colleagues to deliver an outstanding student and academic administration experience that supports ALT's continued growth, innovation, and reputation within the higher education sector. The successful applicant will oversee wide ranging administrative support in the areas of applications, examinations and assessments, academic records and the servicing of assessment committees while working within quality assurance frameworks relevant to Higher Education. Previous experience with the UK Visa and Immigration Service (UKVI) including responsibility for institutional sponsor status, the issuing of Confirmation of Acceptance for Studies (CAS) numbers, the monitoring of visa students (including attendance monitoring procedures), and the provision of visa advice and guidance to the student body would be desirable.	
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b> The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder: <b>Key Responsibilities</b> <b>Strategic Leadership</b>	

- Lead the strategic development of the Registry function in preparation for and following the implementation of Degree Awarding Powers in September 2026.
- Develop and implement registry policies, regulations, and academic administration frameworks appropriate for an independent degree-awarding institution.
- Contribute to institutional strategy, governance, and operational planning as a member of the senior leadership team.
- Ensure registry services support institutional growth, student success, and regulatory compliance.
- Lead on the continuous review and enhancement of registry systems, processes, and operational effectiveness in line with sector best practice.

#### **Student Records, Systems & Funding Administration**

- Lead the effective management and continuous improvement of student records systems and registry processes.
- Ensure efficient application, enrolment, registration, progression, graduation, certification, and transcript production processes.
- Oversee student data integrity, reporting accuracy, and statutory returns.
- Maintain effective operational relationships with external agencies including UCAS, HESA and the Student Loans Company (SLC), ensuring compliance with student finance requirements, data accuracy, and timely reporting.
- Work collaboratively with IT and academic teams to improve digital systems, reporting capabilities, and data management processes.

#### **Academic Governance, Compliance & Regulation**

- Oversee academic governance processes including assessment boards, progression, awards, appeals, complaints, misconduct, and academic regulations.
- Ensure compliance with relevant regulatory and quality frameworks including the Office for Students (OfS), QAA Quality Code, UKVI requirements, GDPR, and other statutory obligations.
- Lead and coordinate institutional regulatory returns and data submissions, including HESA, HESES and other statutory reporting requirements, ensuring accuracy, timeliness, and compliance.
- Support institutional reporting, audits, and external reviews associated with Degree Awarding Powers, quality assurance, and regulatory monitoring.
- Maintain accurate and secure student records and institutional data in accordance with legislative and regulatory requirements.
- Act as institutional lead for registry-related regulatory compliance matters and provide expert advice to senior leadership on emerging regulatory developments.

#### **UKVI Sponsorship & International Student Compliance**

- Lead institutional compliance relating to UKVI student sponsor licence requirements.
- Ensure effective systems and processes are in place to support international student sponsorship, monitoring, reporting, and record-keeping obligations.
- Work collaboratively with relevant departments to ensure compliance with attendance monitoring, engagement tracking, and visa reporting requirements.
- Act as a key point of contact for UKVI-related audits, inspections, and compliance activity.
- Maintain up-to-date knowledge of immigration policy and sponsor guidance, advising senior colleagues on compliance risks and operational requirements.

#### **Quality Assurance & Enhancement**

- Support the development and implementation of academic quality assurance and enhancement processes.
- Coordinate and support institutional academic committees and governance cycles.

- Provide expert advice on academic regulations, policy interpretation, and compliance matters.
- Promote a culture of continuous improvement, accountability, and service excellence across the student lifecycle.

**Leadership & Team Management**

- Lead, develop, and motivate the Registry team, fostering a high-performing and student-focused culture.
- Manage staffing, budgets, operational planning, and resource allocation within the Registry function.
- Build and maintain effective working relationships across academic departments, professional services teams, awarding partners, and external stakeholders.
- Support organisational change and contribute positively to institutional culture and strategic development.

**SPECIAL REQUIREMENTS**

The post-holder will be expected to work occasional evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Production Park Ltd.'s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Academy of Live Technology Ltd	<b>Person Specification</b>	
<b>Post Title:</b> Registry Director	<b>Reference:</b> ALT2026-03	
<b>Area of Work:</b> Academy of Live Technology UK		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Significant senior-level experience within a higher education registry or academic administration environment.	X	
Strong knowledge of UK higher education regulation, governance, and quality assurance frameworks.	X	
Experience managing student records systems and academic administration processes.	X	
Proven leadership and people management skills.	X	
Experience supporting institutional change, governance development, or regulatory review processes.	X	
Excellent organisational, analytical, and communication skills.	X	
Ability to work strategically while maintaining operational effectiveness.	X	
Experience of UKVI processes and compliance.		X
Experience supporting Degree Awarding Powers or university title processes.		X
Knowledge of creative industries or specialist higher education providers.		X
Experience working within a growing or transforming institution.		X
Relevant postgraduate or professional qualification.		X
Membership of a professional academic administration association e.g. Association of HE Professionals, Academic Registrar's Council etc		X

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the Line manager in consultation with the role-holder.

## Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment.

Please give examples of how you have exhibited these behaviours in your previous role(s). Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence of the skills, knowledge and experience contained in this person specification, as examples, where possible.