



AMERICAS ASIA PACIFIC EMEA

Appointment of Registrar and Chief Academic Officer



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University



Role Overview

The Registrar and Chief Academic Officer is a member of the Senior Leadership Team (SLT), reporting to the President, with responsibility for the leadership and overall coordination of academic policies and academic quality assurance, along with the provision of all student support services.

Working directly with the heads of faculties and functions, the role holder will ensure and promote the quality and development of the academic programme portfolio, planning to ensure sustained relevance and effectiveness. The role holder will strive to promote an “end to end” view of learning, keeping the experience of the student firmly at its heart.

As a member of the SLT, the successful candidate will:

- Make a strong personal contribution to a collaborative and collegial leadership approach
- Contribute to and deliver the strategic plan through collaborative working, across internal and external networks and stakeholders

- Mentor and develop relevant teams, communicate effectively and strive to continuously improve the services provided for students and staff
- Uphold and role-model the values of ATU and work to positively impact the University community.

Functional areas reporting to the Registrar and Chief Academic Officer include *inter alia*:

- Academic Affairs (including admissions, registration, fees and grants, examinations and student records)
- Student Services (including access and disability, health services, chaplaincy, careers and sport, student union)
- Academic Quality
- Library Services
- Marketing
- Teaching and Learning
- ATU Global (International).

Role Overview

The role provides leadership to promote and encourage academic innovation and is key in the strategic development of learning opportunities, maximising both traditional and digital delivery channels, and ensuring a positive student experience across all campuses of the University.

The role is fundamental in driving “Enabled Education”, one of the five strategic “Guiding Lights”, with significant input into developing themes, such as:

- **Learning, Teaching and Assessment** – teaching practice underpinned by the principles of Universal Design for Learning
- **Student Success** – embedding an ethical approach to student achievement and using an evidence-based approach for student success
- **Access** – developing and promoting the plan to ensure equality of access and participation for all students
- **Student Retention** – providing support and mentoring to best support students and enable successful completion of their study goals
- **Library Services** – alignment of local delivery of services and maximising access to all forms of reference services
- **Internationalisation** – development of European partner networks (such as EU GREEN), ethical and sustainable growth of international offerings and the support of displaced and vulnerable communities.

This is a unique opportunity to be part of shaping the operational design in ATU, leading the effective transition to new structures and embedding the University’s commitment to sustainable decision making and an equitable and inclusive culture.



Responsibilities

Leadership

- As a member of ATU SLT, provide strategic leadership across all campuses, contributing to the development and delivery of the University strategy and vision
- Drive the development and enhancement of a unified ATU culture and identity across academic and professional service areas in all campuses
- Act as Secretary to Academic Council and its subcommittees
- Exercise strong people leadership, utilising a data-driven approach to assess and monitor institutional performance
- Assume the role of lead person on campus where appropriate and deputise for the President on any/all campuses as required
- Other duties, as may be reasonably required by the President

Academic Quality and Administration

- Co-ordinate academic planning - working with the faculty deans and academic departments to develop and approve academic programmes, plan for student numbers and academic needs
- Drive the enhancement of the University's teaching and learning, including student academic support and staff development pertaining to pedagogy and digital/on-line learning
- Lead the development, enhancement and implementation of academic regulations, including the University academic rules, marks and standards, dealing with exceptional cases and academic discipline
- Review existing courses and ensure oversight of academic standards
- Manage academic administrative processes, including student registration, examinations, external examiners, conferring and the administration of programmes
- Be accountable for all processes relating to academic programmes, conferring and scholarships
- Co-ordinate quality audits, joint course provision, articulation and student transfer/exchange

Student Experience

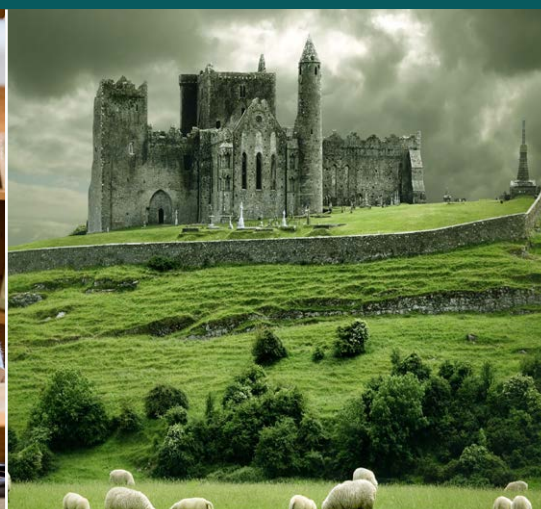
- Champion a high-quality, student-centric education, engaging students as co-creators in their university experience
- Lead the enhancement of student services ensuring consistent, relevant and high-quality services across all ATU campuses
- Ensure a consistent and high-quality full student lifecycle, from recruitment to graduation and into post-graduate across all ATU campuses
- Monitor and support student retention and progression

Operational Management

- Ensure departmental adherence to University governance, policy and regulatory frameworks
- Oversee library services ensuring consistent and relevant services across campuses
- Produce a detailed annual report for the function, which will also feed into the University Annual Report

External Engagement

- Engage at national level with THEA, Quality and Qualifications Ireland (QQI), the HEA and sector Registrars, on the implementation of national higher education policies
- Engage nationally and internationally with partner universities, such as those in ATU's European University Alliance, EU GREEN, on matters relating to joint programme provision
- Oversee student recruitment, including the promotion of the University's programmes and admission of new students (undergraduate, postgraduate and global) ensuring recruitment processes are accessible, inclusive and align with the University's widening participation objectives



Person Specification

ATU are seeking to appoint a dynamic individual to the role of Registrar and Chief Academic Officer. They should be visionary and relish the challenge of helping to lead ATU through the ongoing integration of its academic offerings and development of exciting new programmes.

They should possess strong leadership and strategic thinking skills, supporting the University's mission and values, aligned to a deep commitment to enhancing access opportunities, academic excellence and promoting a positive student experience.

This role requires a candidate with an appetite for problem solving and identification of new opportunities. They will be at the forefront of enabling new programme delivery and actively promote internal and external collaboration.

With a strong commitment to academic quality assurance, they should be comfortable with both project and operational challenges and be able to lead their teams through the change management journey in progress.

Essential Skills and Experience

Qualifications

A doctoral qualification or equivalent

Leadership

- A track record of innovative leadership working in a senior academic role
- Experience of developing and implementing strategy in a large and complex organisation
- Background in driving academic excellence with a demonstrable track record of successful academic planning across various disciplines

- Track record of ensuring efficient student administration and compliance with academic policies and procedures
- Experience in setting policy or contributing to its creation, implementation and evaluation in an academic setting, or knowledge intensive organisation
- Excellent understanding of best practice within HE teaching and learning with experience enhancing pedagogy and developing digital and technology enhanced learning
- Excellent understanding of high-quality, modern student services, with experience of collaborating with students in co-creation
- Demonstrable experience in actively promoting equality, diversity and inclusion, including widening participation initiatives

Operational Management

- Proven experience of managing financial and physical resources and analysing financial reports including profitability, resource utilisation and forecasting
- Demonstrable line management experience in a large and complex organisation
- Experience managing or contributing to change in a complex operating environment
- Experience driving continuous improvement initiatives including successful deployment of emerging teaching and learning methodologies
- Outstanding communication skills with the ability to develop and deliver effective communications including the analysis and presentation of complex data
- Strong knowledge of the full student lifecycle, from recruitment to graduation and into post-graduate



Person Specification

External Engagement

- Experience of building and maintaining partnerships with external stakeholders, regionally, nationally and globally
- Ability to act as an ambassador and represent ATU regionally, nationally and internationally
- Excellent understanding of the national and international higher education context and trends within the sector, particularly within the education and student experience domains

Personal Attributes

- Ability to handle demanding and competing workloads
- Ability to face challenging situations and consensus build during times of change
- Strong judgement and decision-making skills both independently and within a collaborative setting
- Commitment to ATU Values

Desired Skills & Experience

- Membership of appropriate representative and/or professional bodies
- Experience of conducting research or scholarship in a relevant discipline
- Experience working across a multi-campus environment
- Proven project management and problem-solving abilities
- Demonstrable experience setting compliance standards and engaging with regulatory authorities
- Demonstrable experience and awareness of sustainability principles and building these into decision making
- Experience engaging with unions
- Understanding of the role of a regional institution and experience engaging and collaborating with diverse regional stakeholders
- Experience engaging with EU University Alliances or similar international university networks

Salary Scale

€166,473

Hours of Work

35 hours per week.

Annual Leave

The annual leave entitlement for this post is 30 days per annum.

Pension Entitlements

The successful candidate will be admitted to the appropriate public sector pension scheme.

Nature & Duration of Contract

The appointment will be offered on a fixed term wholetime basis for a period of five years. This contract may be renewed for one further period of up to five years.

Location

Multi-campus coverage, with base location to be agreed.

Equality, Diversity & Inclusion

ATU is committed to being a fully inclusive University which actively recruits, supports and retains staff from all sectors of society. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the community they represent.

We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of race, sex, ethnicity, religion, nationality, sexual orientation, age, disability, gender identity, marital status/civil partnership, pregnancy and maternity, as well as being open to flexible working practices.

Sustainability

Through its Sustainability for the Future - Vision 2040, ATU is committed to constantly improving sustainability on campus and throughout the University. It is crucial we embed sustainability in all our disciplines, operations and engagements, to achieve a sustainable and healthy planet, both for people and for the natural systems we share our planet with and rely upon.

The successful candidate will be expected to embed sustainability principles throughout their decision making.

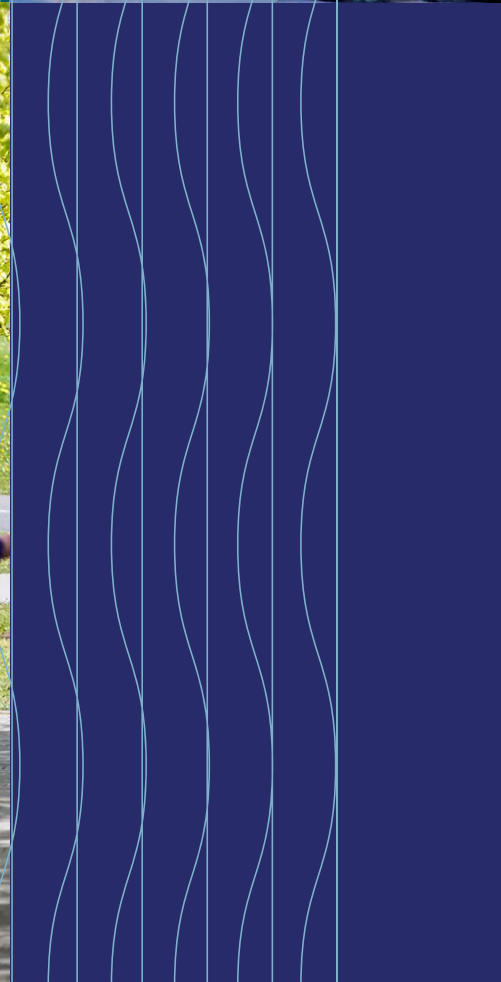
As a member of the senior leadership team, this role is fundamental in driving "Sustainability for the Future", one of ATU's five strategic "Guiding Lights." Our Sustainability for the Future, 2024-2028 strategic objectives are in Governance and Accountability, Climate and Environment Action, Education and Research, and Community and Social Responsibility. This role will have significant input into developing these themes and collaborating across the University community to ensure ATU is recognised as a leader in sustainability and our graduates positively contribute to a more equitable, inclusive future firmly rooted in the respect and protection of our natural world.





Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University



Perrett
Laver

AMERICAS ASIA PACIFIC EMEA

Suite 101

Grafter House

10 Ely Place

Dublin 2

D02 HR98

+352 (0) 1 905 3537

