



THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Registrar

£65 - £70k p.a.

You'll be working in one of the UK's leading performing arts institutions. We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment.

As a member of our senior management team, you will bring leadership and strategic direction to our HE administration team.

You will be responsible for student admissions, records management, registration and assessment as well as overseeing the work of our quality and student support teams. You will produce analytics and business intelligence for various reports. You will ensure that student-related policies remain up-to-date, relevant and are effectively implemented. You will also act as a main lead and point of contact for all external statutory returns and data collections related to the student record.

You will ideally have a professional background in Higher Education and experience at a senior level of strategic leadership and management in student/academic administration. You should have an excellent knowledge and understanding of and will be expected to keep up to date with relevant sector developments. You should also have substantial experience of leading on the development and improvement of policies, procedures and processes relevant to this role.

Excellent customer service, interpersonal, influencing and written/oral communication skills are essential, together with good attention to detail. You will also have an ability to develop and maintain effective relationships with students, colleagues, partners and a range of stakeholders.

You can download or request a hard copy of the application form and further details for this post from our website www.lipa.ac.uk > **Working Here > Staff Vacancies**. CV's will not be accepted.

Closing date for this post: Wednesday 10th February 2021 at 12 noon.
Start date: 1st September 2021.

LIPA - a registered charity No. 1001565 is committed to diversity and has policies and development programmes in place to promote equality of opportunity. We accordingly welcome applications from both disabled and ethnic minority candidates.



INVESTORS
IN PEOPLE

Gold
Until 2022