

Job Description

Position:	Head of Regulatory Compliance Support
School/Service:	Regulatory Compliance Support
Reference:	RCS-001/P
Grade:	Grade 9
Status:	Permanent
Hours:	Full-Time
Responsible to:	Assistant Vice-Chancellor (Planning)

Main Function of the Position

- Maintain awareness of emerging regulatory and policy developments, ensure that the University is supplied with the intelligence needed to be sufficiently appraised of emergent regulatory policy and is aware of its implications.
- Responsible for ensuring that the university has adequate and systematic planning and monitoring systems in place to provide assurance that it will remain compliant with regulatory requirements
- To lead on the University's response to OfS regulatory requests, such as, ad hoc monitoring and intervention, including robust qualitative and quantitative evidence.
- Provide high-profile strategic and operational support to the Assistant Vice-Chancellor (Planning)

Principal duties and responsibilities:

1. Research emerging policy changes that are likely to have compliance requirements (such as from the Office for Students (OfS) or Department for Education (DfE)), including working with bodies such as the mission group to gain further sector insight, summarise and communicate (to colleagues, senior managers and Governors) the key aspects and identify the implications and risks to the University.
2. Adopt a systematic project-based approach to ensuring compliance, including monitoring adherence to a schedule of returns due to be submitted from the University to the OfS
3. Lead projects associated with compliance issues, such as for the formulation and monitoring of progress against the Access & Participation Plan required by the OfS, ensuring they are informed by relevant data as appropriate, and not only satisfy regulatory requirements but also add value to the University
4. Participate in, support, administer or service, and when appropriate lead, task groups and University committees such as those associated with compliance with OfS regulatory requirements, for instance the Reportable Events Sub-Committee

5. Respond to ad hoc requirements as needed to demonstrate compliance and provide a central point of contact for regulatory enquiries
6. Brief senior colleagues and Governors on regulatory matters to enable them to understand their responsibilities and accountabilities in respect of OfS regulation
7. Ensure the timely submission of assurance returns required by the University from the University Group Subsidiaries
8. Provide support to institutional leads responsible for broader compliance activities beyond the OfS regulatory environment
9. Provide interventions and practical solutions where required to mitigate risk, and advise on the design, review and update of University policies and processes as appropriate
10. Take responsibility for leading the Compliance Support Unit including motivating and line management of the Regulatory Compliance Support Officer
11. Proactively analyse and resolve complex issues relating to regulations and identify opportunities for continual improvement
12. Work in partnership with colleagues across the University (and potentially across the University Group) to ensure administrative and quality assurance and enhancement processes support regulatory requirements
13. Work collaboratively with and support colleagues on University wide priorities / initiatives outside own specific area of work in support of the University Strategic Plan
14. Interact on a professional level with with relevant national/international internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
15. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
18. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

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

Person Specification

Position:		Reference:	
School/ Service		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level standard	1	CV/Documentation
1 b)	Postgraduate qualification, or equivalent relevant experience	1	CV / Documentation
1 c)	Relevant professional qualification/membership	2	CV / Documentation
2	Skills		
2 a)	Demonstrable knowledge of issues and innovations surrounding HE policy, regulation and compliance	1	CV/Interview/Assessment
2 b)	Able to develop plans and work in a structured, organised way, monitoring progress and prioritising workload (sometimes with conflicting deadlines) to meet own and service objectives	1	CV / Interview
2 c)	Understanding of the key indicators used by the OfS for institutional compliance purposes, and able to work with the data experts, Faculties and relevant Professional Services to ensure plans deliver improved performance	1	CV/Interview
2 d)	Strong team working skills and the ability to work flexibly in a team	1	CV/Interview
2 e)	Ability to lead, motivate and influence staff, both with and without line management responsibility, to ensure achievement of project outcomes and adherence to compliance requirements	1	CV/Interview
2 f)	Ability to work on own initiative and problem solve using creativity and innovation	1	CV/Interview
2 g)	Excellent communication, networking, negotiation and influencing interpersonal skills	1	CV / Interview /Assessment
2 h)	Able to coach colleagues such as in explanation of regulatory developments and facilitating consideration of the implications to their area	1	CV/Interview
2 i)	Understanding of risk management principles	2	CV/Interview
3	Experience / Knowledge		
3 a)	Experience of undertaking research including within policy and regulation	1	CV / Interview
3 b)	Evidence of informing and influencing change	1	CV/Interview
3 c)	Demonstrable experience of successfully managing projects	1	CV/Interview
3 d)	A credible record of success in people management including the management of a diverse group of staff not under their direct line management responsibility	1	CV/Interview
3 e)	Experience of successfully delivering outcomes as part of a team	1	CV/Interview

3 f)	Detailed knowledge of the regulation of Higher Education (e.g. Office for Students Regulatory Framework) or willing to develop as appropriate	1	CV/Interview
4	Personal Qualities		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail but also able to identify broader implications and contribute to strategic thinking	1	Interview
4 b)	Efficient and well organized, both personally and in support of running groups / servicing committees / monitoring progress against deadlines	1	Interview
4 c)	Supportive and collegiate, sensitive to individual needs and cultural differences but also able to influence and challenge appropriately	1	Interview
4 d)	Self-motivating and proven ability to work unsupervised	1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of working	1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	1	Interview
4 g)	Able to build personal credibility and authority, including with academics, professional services and senior management	1	Interview
5	Other		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required