

# Senior Student Records Officer

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information about Norwich University of the Arts and our community please visit [norwichuni.ac.uk](https://norwichuni.ac.uk)

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

*Professor Simon Ofield-Kerr, Vice-Chancellor,  
Norwich University of the Arts*

Committed to

# EQUALITY DIVERSITY

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

We have an exciting opportunity for a Senior Student Records Officer to join our busy and dynamic Registry Services team, to support the delivery of a range of services through the student records system.

You will have excellent interpersonal skills as you will be the first point of contact and provide specialist support to partner institutions on all matters relating to the maintenance of student records. You will become an expert in the student focused software systems used within the department and use your interpersonal skills to provide guidance and training as required to all users.

With an expert understanding of higher education student records, you will produce data, reports, data analysis and interpretation, to support the University to make informed strategic and operational decisions. We are looking for a team player who will work with the wider team to create and submit external student returns, including Data Futures, Aggregate Offshore Return, and HESES.

The postholder will represent the Registry Services team and Academic Registrar at steering groups and committees, both within the University and with partner institutions.



Senior Student Records Officer

37 hours per week for 52 weeks per year

Salary: From £32,546 per annum to £37,174 per annum

Closing date for applications: 15<sup>th</sup> June 2025

Interview date: 8<sup>th</sup> July 2025









Job Description

# Senior Student Records Officer

Reporting to: Student Records Manager

# Job Purpose

- To support the delivery of a range of services, ensuring that they meet the needs of students, academic and professional services staff, and internal and external stakeholders. The postholder will work as part of a team to ensure that the quality of the data remains high and that it meets all statutory reporting requirements.
- The post holder will provide a high level of customer service to users of student focused IT systems, including applicants, students and staff.
- The role will require the post holder to work as part of a team to support the University's compliance responsibilities for applicants and students.







# Duties and Responsibilities

- Act as the first point of contact, and provide specialist support, to partner institutions on all matters relating to the maintenance and management of partner institution student records.
- Act as the first point of contact for the Celcat timetabling system, including the creation of accounts, management of registers and development of system to support the timetabling processes.
- Maintain student focused IT systems, in collaboration with other staff in the Registry Services Team.
- Represent the Registry Services team and Academic Registrar at steering groups and committees.
- Work as part of the wider Registry Services Team to ensure a high standard of data quality across supported systems.
- Contribute to the implementation of student focused projects and system enhancements to provide more effective and efficient services to stakeholders.
- Produce data, reports, data analysis and interpretation, as required, to support the University to make informed strategic and operational decisions.
- Ensure all processes are documented and to provide advice and training for colleagues on student focused IT systems and processes including the Student Record System, the timetabling system and other student focused IT systems.
- Work as part of the wider Registry Services Team to create and submit external student returns, including Data Futures, Aggregate Offshore Return, and HESES.
- Act as the convening secretary for Assessment Boards and other working groups that may be convened from time to time.
- Act as a key stakeholder in the implementation of wider University enhancements to support continuous improvement of the student experience.

# Person Specification

## Essential

- Educated to degree level or equivalent qualification/experience in a relevant area.
- Experience of working in a busy, varied and customer-focussed service in the higher education sector.
- Experience of using a records system/corporate database.
- Experience in designing training materials and delivering them to service users.
- Ability to plan, organise, and prioritise own workload effectively in an environment with demanding deadlines.
- Excellent organisational skills.
- Strong eye for accuracy and attention to detail.
- Excellent interpersonal skills and the ability to deliver a high-quality customer service, equal opportunities and to working with service users from a diverse range of backgrounds.
- Ability to make independent decisions within the confines of role responsibilities but also have the flexibility to work as part of an administration team.
- Ability to work both independently and with a wide range of colleagues across the University.

## Desirable

- Knowledge or experience of the SITS student records systems.
- Knowledge or experience of timetabling.
- Knowledge of the statutory reporting requirements associated with higher education.





# Further Information

## **Equality, Diversity and Inclusion**

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

## **Health and Safety**

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

## **Policies and Procedures**

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

## **Staff Development**

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

## **Confidentiality**

We must maintain appropriate confidentiality in relation to our work and that of the University.

## **Variation to Job Description**

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



# General Information

## Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

### Duties

Your duties and responsibilities are outlined in the job description

### Starting Date

This post is offered on an indefinite basis to start once you are available.

### Hours of Work

The standard hours of work are 37 hours per week.

### Salary

This post is on an incremental salary scale. The salary for this post is Grade 6, which is from £32,546 per annum to £37,174 per annum

### Annual Leave

Your annual leave entitlement will be 26 days per annum on appointment, rising to 28 days per annum between 3 and 5 years of service, and 30 days per annum after 5 years of service by the commencement of the annual leave year, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

## Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a “Career Average” salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

## Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University’s Candidate Interview Expenses Guidelines which are available on request.

## Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas. Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

## Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



NORWICH  
UNIVERSITY  
OF THE ARTS

Amma Asante, Chancellor



# Application and Recruitment Process

## Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

## Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

## Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

## Submission of Application Form

Please submit your completed application form and EDI form to [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk) quoting reference A1130

Please note that we can only accept forms in either PDF or DOC format.

The closing date for this vacancy is:

15<sup>th</sup> June 2025

We regret we are unable to accept late applications.

## Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be: 8<sup>th</sup> July 2025

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.



Adam Billings

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application. If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)







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