

Welcome from the Vice-Chancellor

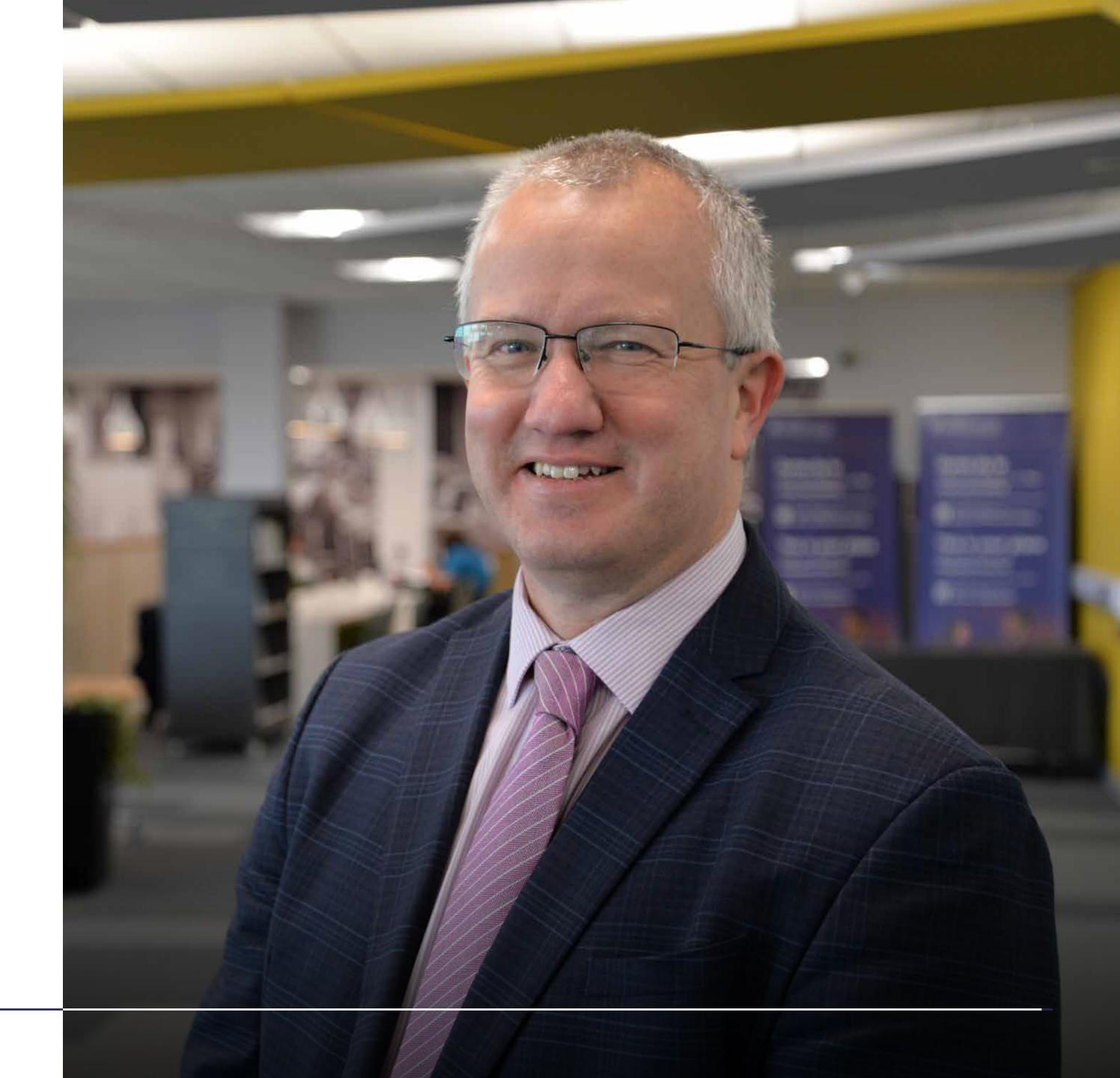
Thank you for your interest in the post of Head of Academic Registry.

Since its foundation over 150 years ago, Aberystwyth University has recognised the importance of education, and crucially education for all and the impact that a university can have on people and the wider society. We are a research-led university and aim to make a difference in the research that we do for the benefit of society. We are consistently recognised for our outstanding student experience and teaching and strive to ensure we provide our students with the best possible education to prepare them for the next stages of their lives. The Times and Sunday Times' Good University Guide 2025 placed us as the top university in England and Wales for student experience, and in 2026 we ranked among the top 10 in the UK for teaching quality. We are a vibrant academic community, and we are very fortunate to live and work in a stunning part of the world, providing not only inspiration, but an opportunity to relax and enjoy life.

We are about to embark on the next stage of our journey, one that is full of challenge, but also of great opportunity so it is an exciting time to be joining us. If you have the skills and expertise we need, plus the leadership qualities to drive forward our ambitious agenda, then I will look forward to hearing from you.

Thank you again for your interest.

Professor Jon Timmis



Aberystwyth University

Aberystwyth University has a proud tradition of academic excellence and a focus on delivering an exceptional student experience. Located between the mountains and the sea, Aberystwyth is a uniquely stunning setting of regional, national, cultural and commercial importance.

Over 150 years, Aberystwyth University has developed into a strong, research focused academic community of approximately 1,800 staff and 6,500 students from across the globe, generating c £125m turnover annually.

Our mission is to deliver inspirational education and research in a supportive, creative and exceptional environment in Wales. Student life here revolves around our coastal campus and the safe, close-knit yet cosmopolitan town of Aberystwyth.

The 2025 National Student Survey showed that Aberystwyth students are some of the most satisfied with their university, coming top in Wales for the tenth consecutive year. These high student satisfaction rates reflect the calibre of the education we offer as well as recent investments of over £100m in enhancing and extending our already excellent residential and teaching facilities and a new Aberlanovation campus. Lecture theatres and teaching spaces across the University have been refurbished and upgraded, with facilities to record all lectures for revision and learning consolidation. Through targeted investment, we are committed to ensuring our students benefit from world-class teaching and learning facilities and acquire the skills they need to succeed in life.

Some of our particular fields of research excellence include Computer Science, Geography and Environmental Science, International Relations, Agriculture and Life Sciences. Recently, the University was presented with the prestigious Queen's Anniversary Award for its pioneering parasitology work.

We are proud to have recently opened Wales' first School of Veterinary Science and new Veterinary Education Centre, alongside our existing crucial veterinary hub and category 3 bacteriological labs to support research into animal and human health. We are also home to the National Phenomics Centre, featuring the most advanced research greenhouse in the UK, based at our Institute of Biological, Environmental and Rural Sciences. Other new developments include new Nursing provision in support of local and regional health needs.

Student life is further enriched by our active Students' Union, which runs more than 100 different clubs and societies. We have our own Sports Centre on campus with a swimming pool, gym, climbing wall, wellbeing and fitness classes. Our on-site Arts Centre is one of the largest in Wales with theatre, exhibition and performance spaces as well as a boutique cinema, bar and café.

We are currently working towards a new strategic plan 'For the 2030s'.



Awards and Accolades

Aberystwyth University has been successful in a range of prestigious awards, accolades and rankings in recent years, including:

THE TIMES THE SUNDAY TIMES

University of the Year for Sustainability

(Good University Guide 2026, The Times and The Sunday Times)

Top 10 in the UK for Teaching Quality

(Good University Guide 2026, The Times and Sunday Times)

Top in England and Wales for Student Experience

(Good University Guide 2025, The Times and Sunday Times)

Welsh University of the Year

(Good University Guide 2024, The Times and Sunday Times)



Top in Wales for Student Satisfaction for the tenth consecutive year*

(National Student Survey 2025)

Top in Wales and Top 10 in the UK for Academic Support, Organisation and Management, and Learning Resources

(National Student Survey 2024)

*(Compared with the Times & Sunday Times' Good University Guide HEIs)



98% of research is of an internationally recognised standard or higher

(Research Excellence Framework 2021)



Awarded The Queen's Anniversary Prize in recognition of its pioneering parasitology work

(2023)



Green Flag Award for Aberystwyth's Penglais Campus

(2015, 2016, 2017, 2018, 2022)



Our History and Heritage

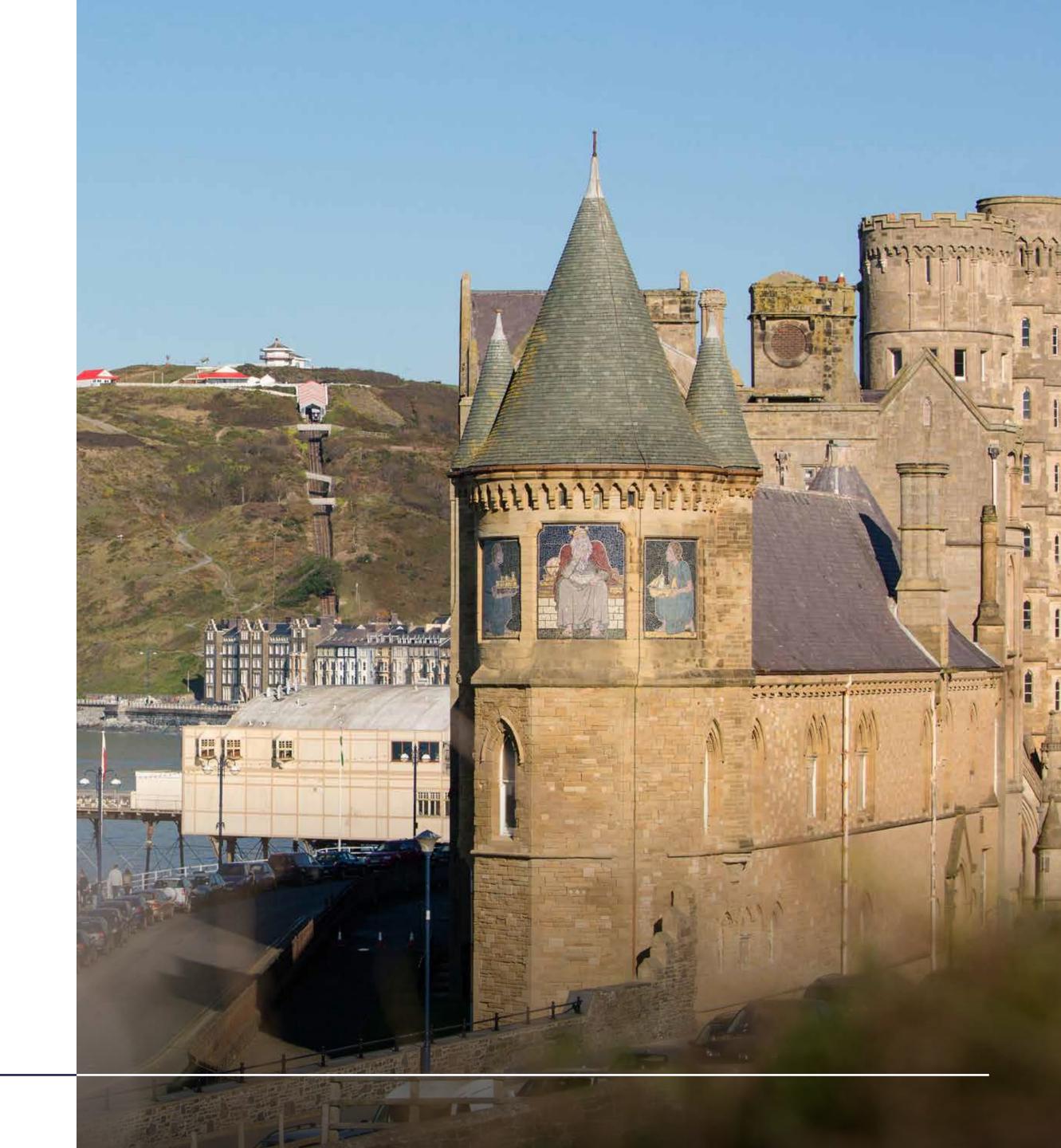
As the first University College in Wales, Aberystwyth has a long and distinguished tradition of teaching and research, and our establishment in the 19th century is one of the great stories of pioneering achievement in modern Welsh history.

Led by London Welshman Hugh Owen, a small group of patriots sought from the 1850s onwards to raise enough money by public and private subscription to establish a college of university status in Wales. A project of enormous ambition, the University opened its doors in 1872 initially with a handful of teachers and just 26 students in what was then a half-finished hotel building ('the Old College') on the seafront.

The first decade presented many challenges for the University's survival. The generosity of a few individual benefactors and organised appeals for support from the ordinary people of Wales kept the University in being, and, perhaps more importantly, deeply rooted it in the minds and the affection of the Welsh people. A matter of considerable pride is that the University has made a significant contribution to the education of women, being one of the first institutions to admit female students. Since those early days, Aberystwyth University has gone from strength to strength and now has approximately 6,500 students and 1,800 staff. As the institution grew, its main campus moved from Old College on the seafront to Penglais hill.

This finely landscaped site enjoys spectacular views over the historic market town of Aberystwyth and the Cardigan Bay coastline. New buildings, including major arts and science developments, halls of residence, a magnificent Arts Centre and first-rate sports facilities are located here.

Old College remains an integral part of the University and there is work afoot to refurbish this iconic building, which is treasured as one of the UK's most significant pieces of Gothic revival architecture. The ambition is to bring the Old College back to life as a vibrant heritage and cultural centre that will attract local people as well as visitors from far and wide with exhibition rooms, spaces for learning and knowledge sharing, and a hub for creative business start-ups.



Our Research

Research is a critical and integral part of the University's mission and work. It is supported by our Research Strategy, which sets out the principles that underpin how we pursue research at Aberystwyth. It identifies a series of actions which will help to develop our research over the next five years, and it articulates how we will further develop a research environment that is ambitious, outward-looking, engaged and inclusive.

Aberystwyth University has a long and distinguished record of undertaking cutting edge research across a range of disciplines. The work of our academics has been recognised as world-leading or internationally excellent in terms of its originality, significance and rigour (REF 2021). These results show that the overall quality of research at Aberystwyth has risen since the last assessment in 2014, with 98% of all our research activity being of an internationally recognised standard or higher, within all 14 Units of Assessment submitted. The findings also show that more than three quarters of our research was categorised as either world-leading (4*) or internationally excellent (3*), an increase of 9 percentage points on REF 2014.

The University has an excellent range of facilities and resources to assist with research activities, with three libraries including the National Library of Wales.

Aberystwyth enjoys research excellence across the University. Particular strengths are Computer Science, Geography and Environmental Science, International Relations, Agriculture and Life Sciences.



Our Role in the Community

The University enjoys a close relationship with the community - locally, regionally and nationally - and is committed to developing its civic mission activities. The University plays a key role in the economy, is a major employer and vital economic and cultural hub in the region. Much of its unique character comes from the combination of a friendly, welcoming and inclusive staff and student body, with the safe environment and sense of community shared by the University, the town and surrounding areas.

Aberystwyth University Sports Centre

Based on Penglais campus, Aberystwyth University Sports Centre (SportAber) is open to students, staff and the wider community. Every year, it welcomes more than 250,000 people to use its wide range of indoor and outdoor facilities. These include a fully equipped gym, a swimming pool and sauna, a climbing wall, an all-weather 3G pitch, squash and badminton courts, as well as a host of fitness and wellbeing classes. The University also has playing fields at Blaendolau and Vicarage Fields in Llanbadarn Fawr.

University Music Centre

The University Music Centre promotes a wideranging programme for performers and listeners. The Centre provides facilities for students and the local community. It has numerous pianos, a two-manual electronic organ, harp, harpsichord and chamber organ, as well as percussion and other instruments. The Music Library houses a large sheet-music collection with particularly strong holdings of chamber and orchestral music. Music books can be found in the Hugh Owen Library and, of course, the enormous resources of the National Library of Wales are close at hand.

The Mid-Wales Growth Deal

The Mid-Wales Growth Deal is a joint £110m initiative by the governments in Cardiff and Westminster to grow the economy in mid-Wales and create new, high-value jobs in the region. The University has been invited to submit Outline Business Cases for two projects: the National Spectrum Centre and the Green Futures Innovation Park (the latter building on the success of Aberlinovation). If successful, the two projects combined will see a capital investment of c.£50m into the University which will include a degree of match funding from other investors.

Aberystwyth Arts Centre

Located in the heart of our Penglais campus, Aberystwyth Arts Centre is one of the largest arts centres in Wales and attracts more than 700,000 visits every year from the town and surrounding counties. The award-winning centre is supported by the Arts Council of Wales and recognised as a 'national flagship for the arts'. It has a wide-ranging artistic programme, both producing and presenting, across all art forms including drama, dance, music, visual arts, applied arts, film, new media, and community arts. The centre's facilities include a concert hall (the Great Hall), a theatre (Theatr y Werin), a performance studio, exhibition spaces, a boutique cinema, bookshop and café bars.



Knowledge, Exchange and Innovation

AberInnovation

This newly opened campus allows vital research to be undertaken at the cutting edge of new technologies with some of the country's most innovative companies. AberInnovation offers world-leading facilities and expertise within the biotechnology, agri-tech and food and drink sectors, and is supported by our University, the European Regional Development Fund through Welsh Government, and the Biotechnology and Biological Sciences Research Council (BBSRC).

AberInnovation has the following facilities:

- **Biorefining Centre:** A pilot scale facility for extracting, analysing and optimising chemicals from biomass and process sidestreams, with integral industrial biotechnology and a food grade environment;
- Future Food Centre: A food grade environment for the testing, validation and improvement of existing and novel materials as foods, including nutritional content, advanced compositional analysis, shelf life and consumer preferences;
- Advanced Analysis Centre: Modern laboratories with state-of-the-art analytical chemical instrumentation provide a research environment which addresses and aims to fulfil collaborators' analytical needs;
- **Seed Biobank:** A controlled environment facility for the secure storage and cataloguing of plant genetic resources.

National Plant Phenomics Centre

The University also hosts the National Plant Phenomics Centre, with the most advanced research greenhouse in the UK, based at our Institute of Biological, Environmental and Rural Sciences. The Centre is a Biotechnology and Biological Sciences Research Council (BBSRC) supported national facility and was developed at a cost of ± 6.8 m. The research conducted here helps to develop new plant and crop varieties to help tackle the global challenges of climate change, food security and replacing oilbased products.

Department of Research, Business & Innovation

The Department of Research, Business & Innovation (RB&I) offers a range of support services to research active staff – from professional development to preparing grant applications. The Department is also the gateway for industry and other external organisations to discover more about the wealth of knowledge exchange opportunities offered by Aberystwyth University, and how business and academia can work together. To find out more on some of Aberystwyth University's high impact collaborative research projects, please visit <a href="https://example.com/here-examp

Spin-Out Ventures

Aberystwyth University supports staff who wish to develop their research outputs into commercial ventures. The University encourages future entrepreneurs and the establishment of new businesses as a means of generating a route to market for University intellectual property because of the significant benefits to the University, its staff, to Wales and further afield. Research, Business & Innovation work with academic staff to:

- Identify valuable and impactful intellectual property;
- Assess commercial potential of a future product/service;
- Support the development of robust business plans;
- Assist in fund-raising and networking.



The Student Body

Aberystwyth University prides itself on being research intensive but also student orientated. Our aim is to create an environment where students can develop and learn; where they are challenged to think critically and independently; and where they can be innovative and creative as part of a supportive academic community.

We remain the top university in Wales for student satisfaction for the tenth consecutive year according to the latest NSS. The Times and Sunday Times' Good University Guide 2026 ranked us 42 out of 133 universities across the UK, based on satisfaction with our teaching quality, student experience, and degree completion rates. Every one of our academics takes course design, interaction and collaboration, assessment, and learner support seriously.

The breadth of departments whose academics came away with plaudits at the University's Exemplary Course Awards for innovation in teaching – Theatre, Film and Television Studies, Psychology, Physics, The Graduate School, Lifelong Learning, School of Education, Aberystwyth Business School, Learning and Teaching Unit, and Welsh and Celtic Studies — illustrates our strength in depth.

Our accolade as one of the top 10 universities in the UK for teaching quality (Good University Guide 2026, The Times and Sunday Times) is testament to our high standards and the dedication of our staff, who go the extra mile to ensure students receive the best possible education. Student satisfaction is reflected not only in our consistently strong NSS outcomes, but also in our ranking as top in England and Wales for student experience (Good University Guide 2025, The Times and Sunday Times).

Student recruitment

The University's student body remains consistent with recent years. Currently, 29% of our students come from Wales, 59% from the rest of the UK, and 12% from overseas.

Growth is projected across domestic and international students, and there will be a greater focus on the international market. As well as historic ties with Malaysia and China, the University has seen recent growth in student numbers from South Asia and Africa.

Unusually for a UK university North Americans make up the largest proportion of our international student body and, as well as sustained growth there, we also have permanent recruitment presences in China, India and Malaysia.



Investing in the Future

We invest continuously in facilities to enhance the student experience at Aberystwyth University. These developments will be in line with our Towards Net Zero Carbon Strategy 2030.

Innovation and Enterprise Campus

The University, with the support of the Welsh Government and the Biotechnology and Biological Sciences Research Council, has invested £40.5m in the development of a new UK Innovation and Research Campus at Gogerddan.

The Aberystwyth Innovation and Enterprise Campus (AIEC) includes an internationally recognised facility to attract further research funding so that companies and researchers can undertake collaborative research projects to boost the bio-economy. The research is expected to generate innovative new products, services and spin-out companies in sustainable food, health, biotechnology and renewable energy sectors.

Pantycelyn

With the support of a £5m grant from Welsh Government, this £12m project has seen Pantycelyn reopen as the beating heart of Aberystwyth's vibrant Welsh speaking community. It is the home of UMCA, Aberystwyth's Welsh Students' Union, Y Geltaidd's sports teams and social activities, and the Pantycelyn choir.

New life for Old College

Aberystwyth University is working on exciting plans to transform Old College into a vibrant heritage and cultural centre which will attract local people as well as visitors from far and wide.

The proposals would see this iconic building on Aberystwyth's popular promenade take on a new lease of life as an exhibition centre, a place of learning and a hub for creative business startups.

Centre of Veterinary Excellence at Aberystwyth

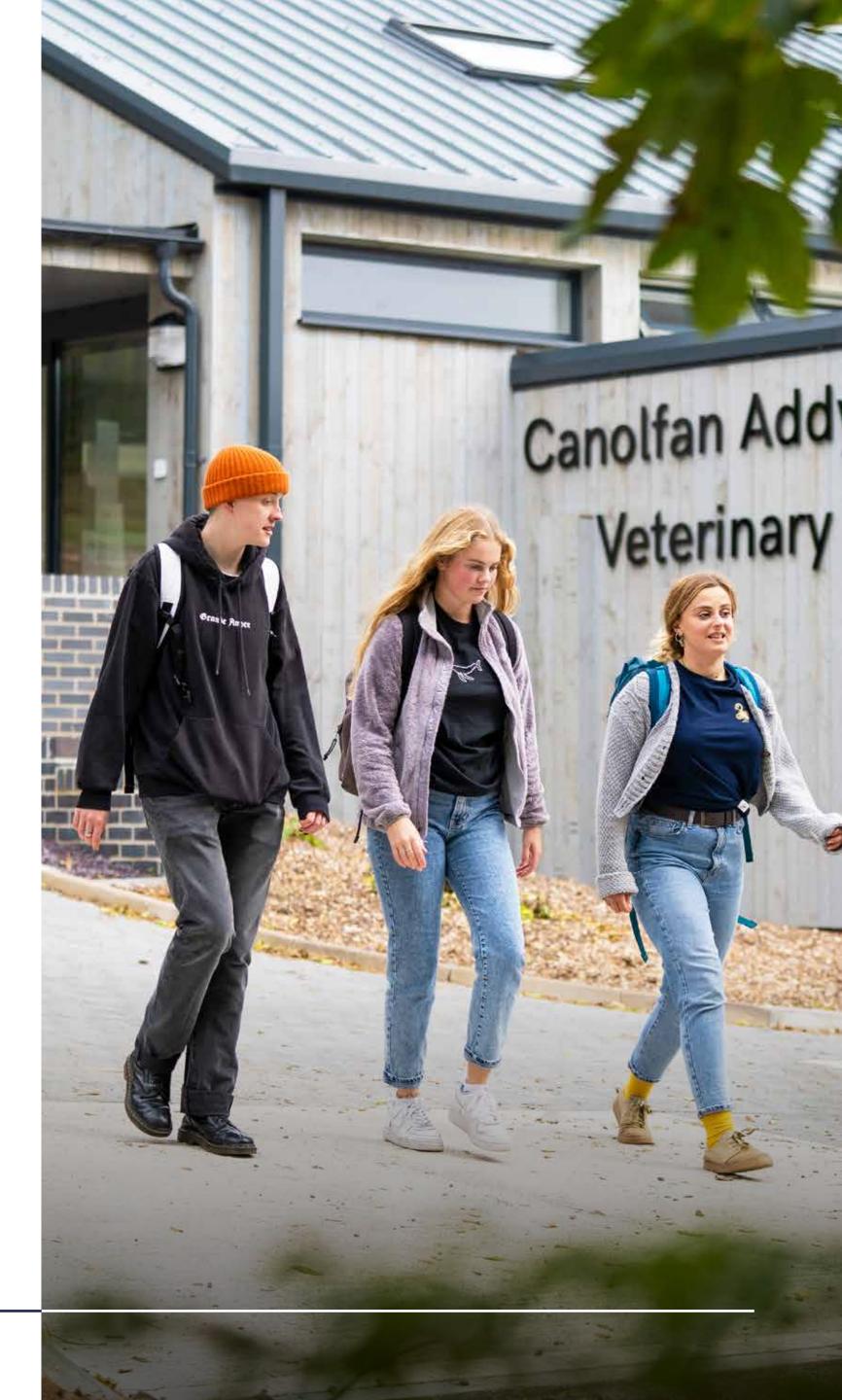
A key part of Wales' first and only School of Veterinary Science, the new Veterinary Education Centre, a £2.4m investment, was opened by King Charles III. The Centre offers new teaching facilities on the University's Penglais campus with anatomy and study facilities.

Category 3 Research Labs

The University's status as the leading research institute for animal health in Wales was reinforced by the development of the state-of-the- art veterinary hub to drive forward research to protect animal and human health. The project provides category 3 bacteriological labs, as a leading secure environment for work on Bovine TB, in addition to a range of other animal health initiatives. This exciting development will work with industry to produce new tests and vaccines to reduce loss in the livestock industry by supporting businesses whose trade is in livestock, in addition to the further development of veterinary practices, other animal healthcare businesses, biotechnology, animal food manufacture and other allied industries.

Equality, Diversity and Inclusivity

Aberystwyth is also hugely committed to building an inclusive and diverse institution. We know the development and promotion of equality and diversity across our University's practices and activities are key to our success. Our Strategic Equality Plan demonstrates our ambition to foster an inclusive learning and working community, free from discrimination, harassment and victimisation, where staff and learners are supported, feel respected, and can realise their potential.



About the Role

As our new Head of Registry, you will lead on our collaborative approach to delivery of a varied, flexible and inspiring educational student education and experience. Reporting to the Pro Vice-Chancellor (Education and Student Experience), you will play a key role in the implementation of the new Student Education and Experience Plan, focusing on fostering a set of ambitious and forward-looking graduate skills and delivering an educational curriculum that will support student opportunity and progression, provide new learning opportunities and grow knowledge, leading to improved attainment and graduate outcomes. You will be at the forefront of our efforts to support our community in pro-active engagement with emerging, educational methodologies and digital, learning technologies.

The Head of Academic Registry is the University's senior responsible officer for advice and guidance on all matters of student administration (including systems and processes), student misconduct and complaints and has oversight of the University's relationships with regulators and professional bodies.

Building on our reputation for teaching excellence and student satisfaction you will be the driver for change leading the strategic development of our Registry services. Your vision will help us to create new and innovative ways of working in an evolving higher education environment to form a robust student administration and support service, underpinning the University's strategic objectives and values.

You will be creating dynamic engagement between registry and academic delivery forming a bold updated provision of student administration that will facilitate fundamental changes in the pace and nature of our registry service provision.

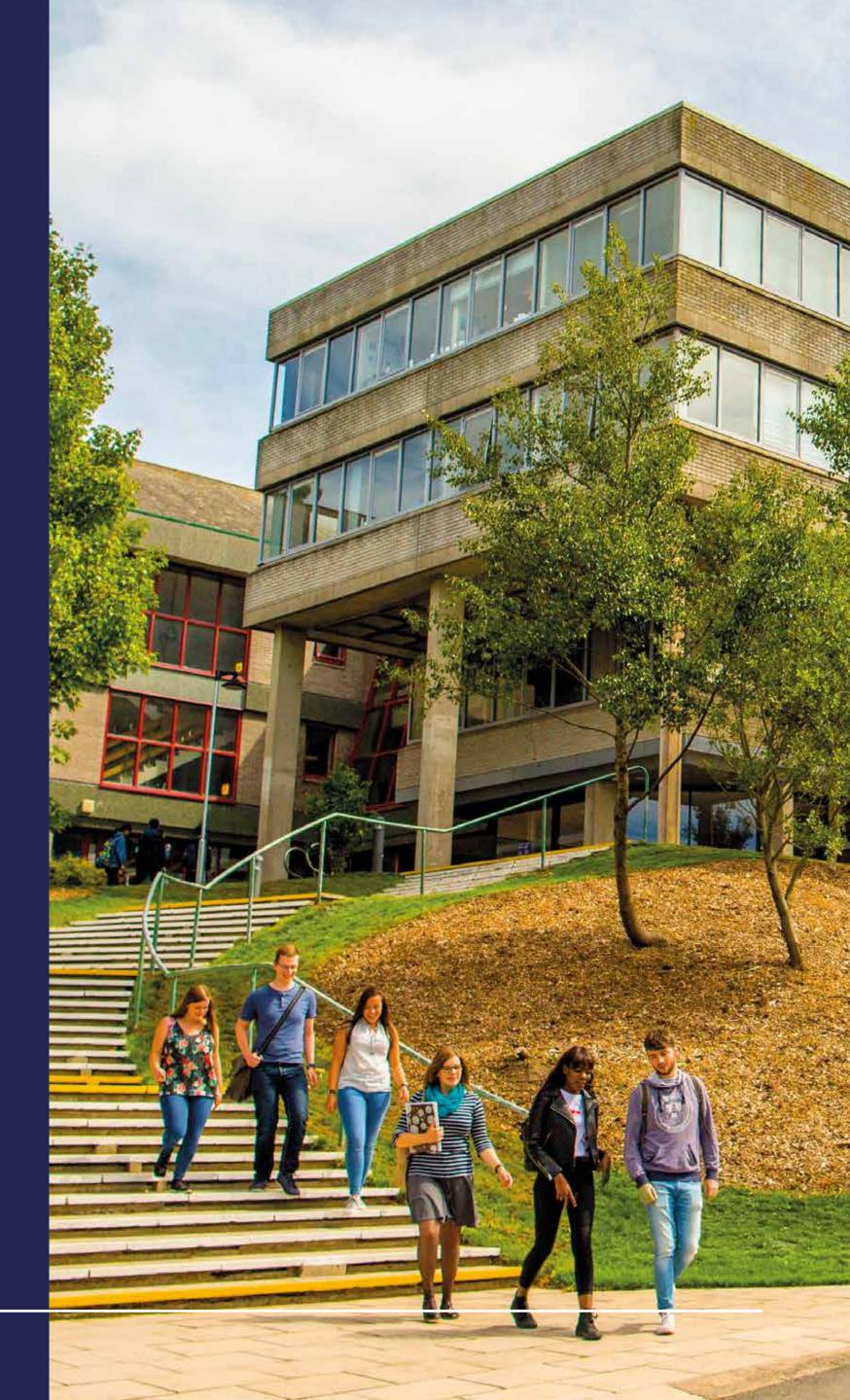
You will have the chance to develop and shape our registry service using the power of technology to optimise our academic administration process continuously assessing and improving, striving for excellence in all our academic policies and processes.

You will be an experienced leader in Higher Education with a detailed understanding and working knowledge of the UK higher education landscape, policies, practices, and academic regulation. They will be innovative visionary and committed to a customer focused provision.

To make an informal enquiry, please contact Emma Wilkins from Dixon Walter at emma@dixonwalter.co.uk.

Successful applicants will be subject to a satisfactory Disclosure and Barring Service Check (DBS) check.

Appointments are normally made within 4 - 8 weeks of the closing date.



Key responsibilities

The post holder will deliver an integrated professional service and high-quality student-focused service that enables students to achieve their full academic potential. They will be a driver for change, working to create future sustainability and build on our current reputation for excellence. They will build a broader array of our Registry provision developing new skills and ways of delivery, approaching the regulatory framework in a consistent, responsible but ultimately creative way in that will facilitate academic delivery of a new, ambitious and innovative provision. They will drive continuous improvement in the effectiveness, efficiency and quality of the processes and services provided by Academic Registry to meet the needs of the University to deliver world-class education and an excellent student experience.

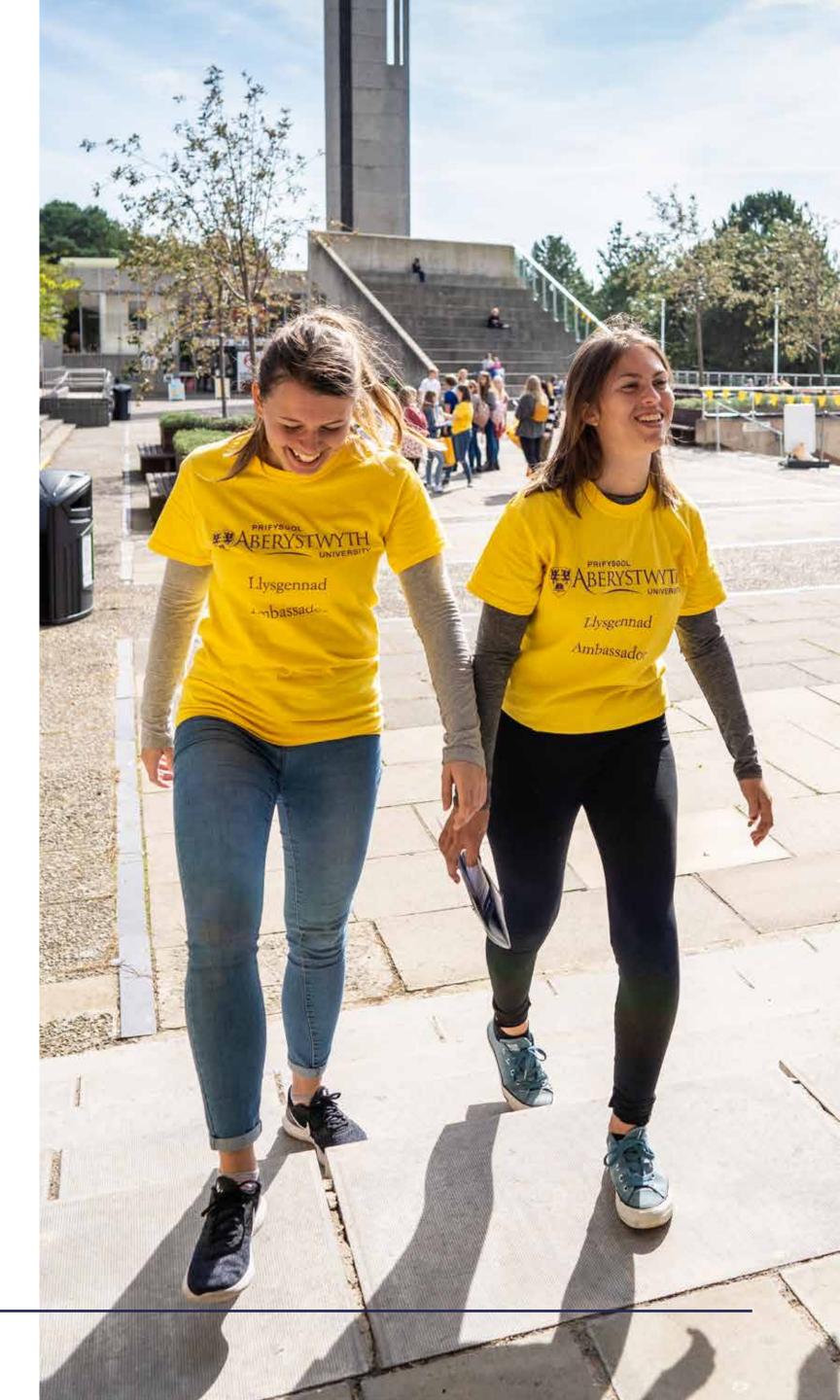
The Head of Academic Registry will lead a service to both students and staff that is proactive and supports the delivery of the University's Strategic Plan and the University's objectives for teaching excellence and student satisfaction.

The post holder must be able to deliver strong leadership and management skills, inspiring and empowering teams in academic registry to ensure collaborative working with all levels of colleagues from professional and academic departments, supporting opportunities to develop our academic provision.

The post holder will set the standard for service delivery of our four strategically aligned portfolios of Quality and Assurance, Academic Services, Faculty Administration and Timetabling and Invigilation.

The role holder will be an experienced leader in the area of academic services, will have broad senior-level experience and be comfortable leading, and developing complex and wide-ranging services to support students and academic staff. They will be able to support transformation to support the University's strategic aims.

Working to support the University's strategic plans the post holder will provide a committed delivery of the aims and ambitions of the Student Education and Experience Plan, working in a collaborative and collegiate fashion. They will be visible and play a broad leadership role across the University and will be actively involved in wider University life.



Key responsibilities (continued)

Strategic Management and leadership

- Provide strategic oversight to the registry service, develop, implement, and resource the delivery of the Academic Registry, including student records; complaints and misconduct; timetabling of teaching and assessment; enrolment, adjustments, progression, attainment, and graduation; design and application of cross-institutional policy, processes, and systems.
- Develop strong internal and external networks and partnerships and represent the University with key strategic partners and at a national and regional level in these areas of work.
- Ensure that the University complies with the relevant legislation, regulations, and ordinances with regard to all its matters of academic administration, processes, and procedures.
- Lead and manage the Registry Provision and activities ensuring value for money, effective risk management and continuous improvement a strong customer service ethos and high professional standards are promoted.
- Chairing of, and active participation in, key University committees and working groups.
- Exercise sound financial management and accountability in managing the Academic Registry budget in line with the University's financial regulations.

People Management

- Provide visible leadership to staff, providing clear focus and expectations, developing and embedding an inclusive, engaging, and high performing culture in which staff are empowered to succeed and grow.
- Promote and develop equality, diversity, and inclusion, creating a culture that embraces and enables inclusivity, and which enables change and innovation.
- Foster a culture that encourages and supports a high level of professional development and a flexible, informed and engaged approach to service delivery.

Continuous Improvement

- Working closely with the PVC (Education and Student Experience) ensure appropriate reporting and discussion on matters relating to student and academic administration and on the implications of changes to policy and practice as they relate to the Academic Registry, and to ensure the service continues to remain responsive and deliver cost effective services of the highest quality.
- Engage with Registrars across the sector, building relationships, and sharing best practice.
- Work with the key stakeholders, to increase synergy, continuously improve our portfolio and curriculum planning, and the management and implementation of the University's quality assurance procedures for validation, regular monitoring and periodic review of all courses.
- Guide the use and development of Student records working in partnership with the technical system owners, to support the production of timely and accurate management information and compliance with external requirements (e.g. HESA, HEFCW), and to play a leading role in promoting and embedding the integrity of, and effective use of, student data across the University.
- Be committed to continuing professional development e.g. through membership of and active participation in relevant professional activities.

Other

- Be alert to and engaged with relevant external developments in HE and bring innovation and best practice to registry mission, vision and working practices
- Engage internally with academic colleagues, working collaboratively to understand their needs and maintain a strong business partnership culture.
- To undertake health and safety duties and responsibilities appropriate to the post.
- To be committed to the University's Equal Opportunities and Diversity Policy, together with an understanding of how it operates within the responsibilities of the post.
- Any other reasonable duties requested commensurate with the grade of this role.

This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

Any other reasonable duties requested commensurate with the grade of this role.

Person Specification

Qualifications, Experience, Knowledge, and Skills required:

- Significant experience at a senior level within a university or an HE related organisation working in one or more areas of the portfolio with a nuanced understanding of the key factors affecting student recruitment, retention and progression agenda.
- Thorough knowledge of internal and external regulation and compliance, and best practice relating to academic administration, student services and data processing.
- Change Lead on change and have the capacity to transform an experienced and established workforce to deliver a modern responsive, and flexible registry service.
- Ability to build relationships, influence and engage at the most senior levels including senior academic and professional service colleagues across the university, within the Council and key external stakeholders.
- Proven leadership ability, creating a cohesive environment to allow for an employee led function.
- Broad strategic and operational capability to lead and manage the registry function.

- Well-developed knowledge and understanding of the HE landscape in the UK.
- Excellent strategic planning and organisation skills, with the ability to plan, and a track record of developing and implementing plans to achieve targeted goals including budget control.
- A strong commitment and demonstrable ability to establish positive, collaborative relationships with others to achieve strategic goals and an ability to lead and work effectively in teams.
- The ability to represent the University through engaging effectively with and influencing positively external bodies and policy agendas.
- An ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.
- Demonstrable experience of leading a team who ensures positive student experience, creating a culture that supports inclusion and collaborative working to strive towards continuous positive improvements and a positive academic provision.

Desirable

- A professional qualification in one of the areas of service.
- Experience of active participation in external quality reviews.
- Membership of relevant professional bodies.
- Oral (spoken) and Written Welsh Level C1.*

* More information on Welsh Language Levels can be found at: aber.ac.uk/en/hr/policy-and-procedure/welsh-standards/

How to apply

Aberystwyth University has appointed Dixon Walter, an executive search agency, to assist with this appointment.

Information and details about how to apply can be found at

www.dixonwalter.co.uk/opportunities/aber-headacademic-registry

Applications should be made via email to

emma@dixonwalter.co.uk

by midnight on Tuesday 2 December 2025 and should consist of:

- a letter of application setting out your interest in the role and details of how you match the requirements in the person specification
- a comprehensive curriculum vitae
- details of three referees and your notice period (referees will not be contacted without your permission)
- a completed personal details form (available from the website above).

For further information and details about how to apply, please contact Emma Wilkins at emma@dixonwalter.co.uk or call 07741 875289.

Aberystwyth University is committed to promoting equality and diversity, and endeavours to be inclusive, valuing the diversity of its staff, students and community. Applications from all backgrounds and communities and, those that are currently underrepresented in our workforce are welcome. This includes but is not limited to Black, Asian and Minority Ethnic candidates, candidates with disabilities, and female candidates. Where appropriate, all reasonable adjustments are made to enable staff members to effectively carry out their duties.

Aberystwyth University has been 'Disability Confident Employer' accredited since 2016. More information is available at this link:

www.gov.uk/guidance/disability-confident-howto-sign-up-to-the-employer-scheme

Aberystwyth University is a bilingual institution which complies with the Welsh Language Standards and is committed to Equal Opportunities. We welcome applications in Welsh or English and these will be treated equally. Please indicate your preferred language for correspondence.

