

INTERIM REGISTRAR FTC

Circa £65k inclusive of London Weighting



The Engineering & Design Institute London

TRANSFORMING ENGINEERING EDUCATION:
TRANSFORMING LIVES

TEDI LONDON
The Engineering
& Design Institute

Engineered by:

- Arizona State University
- King's College London
- UNSW Sydney

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THANK YOU FOR YOUR INTEREST IN WORKING WITH THE ENGINEERING & DESIGN INSTITUTE LONDON (TEDI-LONDON).

The people who work with us reflect our ambitions for our students. We are keen to attract potential candidates who are creative and innovative, curious and passionate about what we are trying to achieve.

You will want to try new things and not be afraid to learn from the experience. You will want the opportunity to combine strategic thinking with hands-on operations.

You will want to collaborate with colleagues – both locally and globally. Continuous development and improvement are part of your DNA.

You will be able to actively demonstrate a passion for STEM and inspire a new generation of engineers. You want to pass on your passion, learn new skills and face new challenges in a working environment and community that inspires and motivates you. Team members at TEDI-London relish the opportunity to design and develop their roles, within their function and across the organisation, challenging themselves to dare to be different.

You will have a drive to be part of something we believe is unique. You have always wanted to do things differently but the size of your organisation, history or internal politics mean you may not have been able to make the necessary changes quickly to take advantage of developments in the world around you.

We have developed an employer proposition and values our team members have co-created. You can be part of shaping our culture and our future.

All our employees are of equal value and status, whatever role you do.

Our values are equally as important to us and underpin our decision making and ways of working.

If you think this sounds like you and what you might be looking for, we would love to hear from you.

Best wishes,

Professor Judy Raper, CEO



WHAT IS TEDI-LONDON?

TEDI-London's vision is to transform engineering education to transform lives – both for students and for the users of the products they design and make.

TEDI-London is an innovative new higher education provider in London wholly focused on engineering. It is co-founded by Arizona State University, King's College London, and UNSW Sydney.

Our mission is to attract and empower individuals and partners from diverse backgrounds and perspectives to develop the skills and confidence to create practical real-world solutions that advance how we live as a global community.

We will inspire, disrupt and transform.

TEDI-London is teaching engineering differently – traditional lectures are replaced with practical project work supported by an online 'Learning Tree' to develop the specialist skills needed to graduate as engineers. These projects are supported by mentoring and group work, and we collaborate with industry employers to design and deliver them.

The goal is to attract and empower a diverse cohort of capable students and give them the skills to solve contemporary challenges through a project-based learning programme.



WHY DO WE NEED TEDI-LONDON?

About 11% of engineering undergraduates in the UK are women, and the UK has the lowest percentage of female engineering professionals in Europe.

In the UK alone, it is estimated that an additional 50,000 engineers a year are needed to respond to 21st Century global challenges. Research with employers and advocacy groups suggests that a highly interdisciplinary learning environment will be required to respond to demand for engineers with a broader set of entrepreneurial, design and technology skills. Our Industry Strategic Advisory Group comprises of senior leaders from across engineering and aligned sectors. The Industry Strategic Advisory Group share their knowledge, insights, and challenges to inform TEDI-London's education strategy and curriculum.

The curriculum for the TEDI-London programme develops skills in communication, entrepreneurialism, and project management through our unique pedagogy, alongside core engineering subjects. By making things in project teams throughout their programme, our graduates will be able to tackle hands-on, complex, multi-disciplinary challenges.



OUR PROPOSITION

At TEDI-London, students are treated as “professionals-in-training” and work in an environment that imitates the workplace from day one. Over 80% of the TEDI-London curriculum is assessed through projects. The remainder is based on a personal and professional portfolio, with students reflecting on their progression towards becoming a professional engineer, and an integrated examination applying learning from the course to a real-world industrial problem.

- A unique and global student experience jointly designed with employers and supported by our three founding universities.
- New professionally focused degrees that reflect community demand and industry needs.
- Our admissions criteria ensures students are selected for their ability, aptitude and attitude to succeed. This approach will provide access for a new, diverse type of future engineer.
- An academically rigorous and continuously evolving curriculum that is interdisciplinary and career oriented, designed to deliver a broader set of skills for engineers of the future. The goal is to produce graduates with technical, contextual, design and business skills.
- A student-led and immersive pedagogy. Projects are undertaken both individually and in groups, complemented by an interactive Learning Tree that allows our professionals in training to acquire knowledge and competency as they are needed.
- A culture in which students are trusted and empowered, and in which educators are coaches.

OUR PEDAGOGY

Projects

Professionals-in-training are involved in project work, both in teams and individually from the beginning. Learning outcomes from projects will include:

1. Teamwork
2. Design skills
3. Problem solving
4. Global context
5. Environmental Sustainability
6. Project management
7. Social and aesthetic awareness
8. Leadership
9. Critical thinking
10. Technical competence

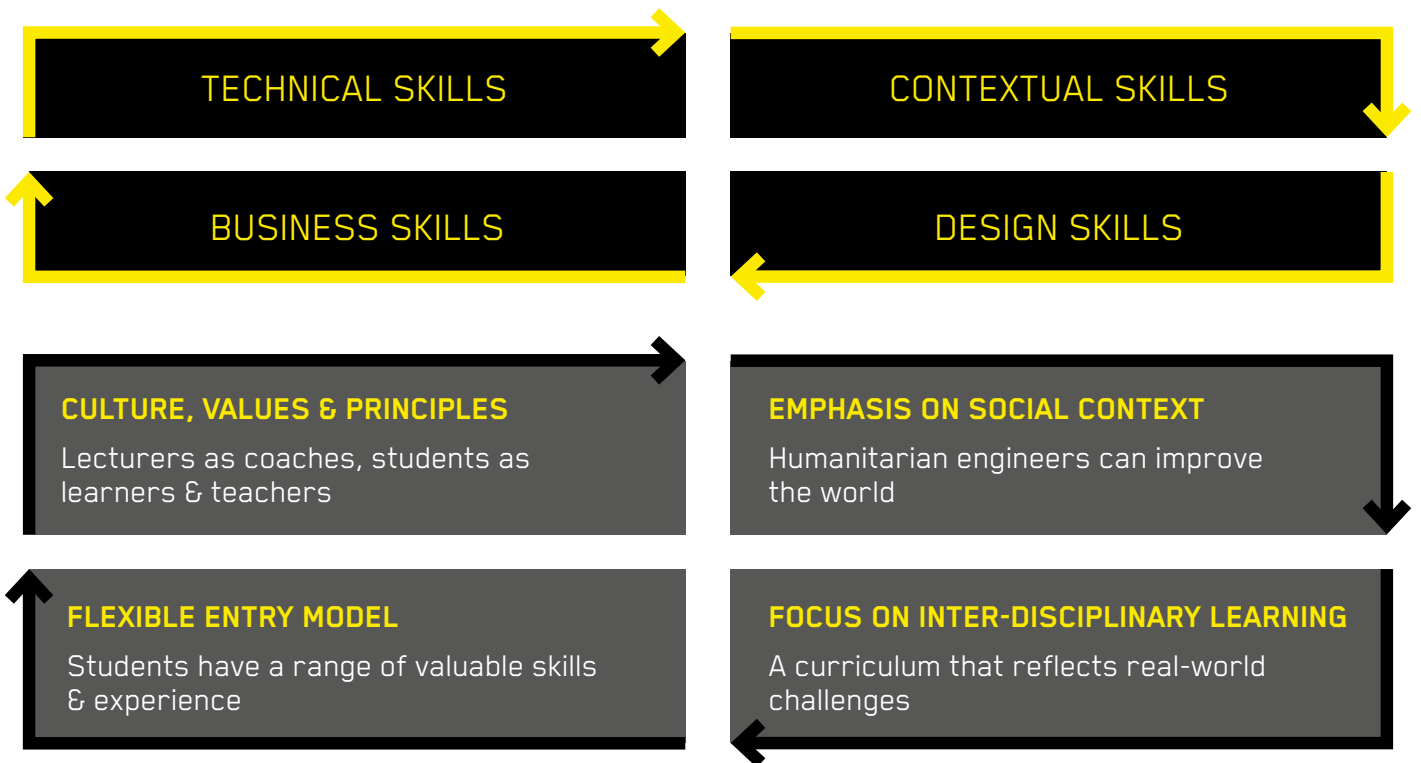
Projects are structured to deliver several of these outcomes with emphasis on different aspects at different stages of the programme.

Digital Learning

In order to participate in, contribute and benefit from the project-based learning, professionals- in-training will also need to acquire the technical skills normally associated with engineering qualifications. This will be achieved through working collaboratively with each other and academic staff through self-directed digital learning materials. The digital learning material delivers a relevant, engaging and dynamic knowledge base to students through a series of packets of learning, all integrated on a "Teams" site associated with each project. This online content equips students with a solid foundation for the technical skills gained within their projects.

STUDENTS LEARN THESE SKILLS THROUGH A MIXTURE OF:

- In person and self-directed learning
- Online/blended programs
- Study in teams
- Work placements
- Coaching, mentoring & masterclasses
- Working on projects to develop real world solutions



← Self-directed, project-based learning co-designed with students & employers →



INDUSTRY PARTNERSHIPS

Industry partnerships

Partnerships with industry are empowering TEDI-London to be at the leading edge of technology and industrial change, and to attract bright, creative students from diverse backgrounds who share a passion for engineering. The partnerships directly improve lives – and inspire students and faculty to deliver the desired outcomes.

- Learning and teaching – industry partnerships facilitate a symbiotic relationship, whereby industry has a key role in the design, quality, and delivery of TEDI-London’s education programmes, and in return, TEDI-London responds to industry to maximise the relevance of the education offerings and hence the graduate outcomes.

- Graduate employment – industry partners have regular engagement with our students throughout their studies, get first access to our graduates, and over time, to a growing global network of individuals with these unique skills and qualifications.

TEDI-London aims to be:

- Relevant, in terms of programme offerings and training, by being responsive to the relationships between public policy and the economic environments in which industry operates.
- Customer-focused, where education through a project-based learning programmes is customised, and responses are timely and well-coordinated.
- Supportive to industry to innovate and improve global society.



INTERIM REGISTRAR

Salary	Circa £65k inclusive of London Weighting
Hours of Work	35 Nominal Weekly hours. We actively encourage agile/flexible working in line with the delivery requirements of each of our roles
Contract	12 month fixed term contract
Responsible to	Director of Finance & Resources
Responsible for	2.6 FTEs
Primary Place of Work	Canada Water, London

OUR VALUES

- Inclusive
- Collaborative
- Inspiring
- Courageous
- Integrity

Our values underpin our developing culture, ethical focus and approach to decision making. You will be able to role model and champion these values along with all staff within TEDI-London, providing challenge and open discussion to ensure we do so all of the time.

ABOUT THE ROLE OF INTERIM REGISTRAR

Due to an external secondment, an opportunity has arisen for a 12-month fixed term contract for an Interim Registrar where you will be responsible for overseeing our student administration services and ensuring that our delivery is focused on the needs of students. This is as well ensuring we meet our ongoing conditions of registration with the Office for Students and co-ordinating the process for satisfying the quality requirements of our probationary period for our New Degree Awarding Powers. This is a varied role and would be of interest to someone looking to make their next step towards becoming a University Registrar and has an interest in supporting frontline delivery for students.

The key functions of this role are to:

- Co-ordinate the process currently underway to satisfy the requirements of our New Degree Awarding Powers probation and ensure compliance with our ongoing conditions of registration with the Office for Students.
- Lead TEDI-London's student administration and support services in such a way as to

maximise efficiency, trust, confidence and customer-service.

- To play a central role in devising and operationalising student-related policy and processes.
- Manage the effective delivery of a complete student administrative service, including the registration of students, examinations and awards and graduation
- Lead and coordinate TEDI-London's academic quality and compliance functions.

KEY RESPONSIBILITIES

Education and Student Administration

- Providing the definitive source of specialist knowledge and advice on academic regulations and all aspects of the administration of the student life cycle from admissions, through to registration, examination, and graduation.
- Exercising responsibility for the timely handling of student casework, ensuring oversight and monitoring of student-related conflict resolution and litigation.
- Managing systems and processes to ensure that students and staff receive accurate and up to date information (such as teaching timetables).
- Overseeing assessment and examination processes, including oversight of the operation of Assessment Boards in accordance with the relevant regulations and guidance.
- Solving problems, dealing with enquiries and advising staff on policies and procedures in a broad range of areas, often of a non-routine nature.
- Identifying gaps in provision, making recommendations for improvement, developing policies and procedures, as necessary
- Supporting the ongoing development and most effective use of our Student Management System (SRS).
- Liaising with colleagues in order to contribute to statistics and trends to ensure that TEDI-London meets targets and Key Performance Indicators



Quality and Compliance

- Leading on quality management and enhancement of processes as driven by internal requirements or national statutory obligations, to report on and follow up on non-compliance, take remedial action, escalate as necessary and keep an audit trail. In addition, you will also provide support and guidance to TEDI-London staff on the implementation of these processes.
- Coordinating the cycle of various quality assurance activities such as Annual Monitoring, External Examiner reports and appointments, assessment and feedback turnaround, module evaluation, and Professional Body requirements.
- Undertaking the coordination, organising and reporting on activities in relation to the demonstration of our progress in achieving a successful probation outcome for our New Degree Awarding Powers (NDAPs), working with the Office for Students and any relevant Designated Quality Bodies as necessary.
- Ensuring OfS compliance with ongoing registration conditions including Access & Participation Plan, Student Protection Plan and the Consumer Law statement.
- Developing proactive relationships with relevant external stakeholders, e.g. HEFCE, OfS, QAA, UUK, AHUA, HESA and ARC colleagues.
- Managing the Academic Board and subcommittees.

- Continually monitoring and review policies and systems, liaising and negotiating with internal and external staff to ensure policy and procedure is implemented and adhered to.

Staff Management and Leadership

- Providing effective leadership and line management for all direct reports, ensuring that the team is adequately resourced and that colleagues can cover other areas within the team if required.
- Overseeing staff issues for your team, demonstrating excellent people management according to TEDI-London's policies and procedures.
- Keeping up to date with sector issues relating to the responsibilities of the role and developing or implementing new procedures and protocols as necessary.
- Representing TEDI-London at relevant networking events.
- Respecting the confidentiality of data stored electronically and by other means in line with the General Data Protection Regulations (GDPR).
- Monitoring changes in internal and external policy, drafting policy and procedure documents to meet requirements, building, developing networks of stakeholders and advising TEDI-London staff, as appropriate.



ABOUT YOU

Knowledge/Experience

- First degree or equivalent.
- A broad understanding of and interest in Higher Education policy and the issues facing Higher Education institutions.
- Knowledge and experience of corporate governance and its administration.
- Experience of utilising the full potential of technology to enhance the efficiency and effectiveness of student facing services.
- Vision and ambition to achieve the highest standards in the quality of student and academic administration and services.
- A broad understanding of legislation relating to Data Protection, Freedom of Information, and UKVI immigration rules.

Leadership and management:

- Leadership and management experience with an ability to effectively lead and influence multi-functional teams gained in a higher education setting
- Persuasion and motivational skills to disseminate and ensure effective delivery, and the ability to work with and through others at all levels.

Organisation:

- Ability to effectively plan resources and time to meet operational and tactical requirements.
- Possesses an organised and systematic approach to work, with the ability to deliver to various, concurrent deadlines.

Communication:

- An excellent standard of written and oral communication skills, with the ability to confidently explain complex or legal information to senior staff in an understandable, credible and persuasive manner.
- Ability to collaborate effectively with cross functional teams.
- Ability to listen well, understanding the needs of others and maintain a high degree of integrity and confidentiality where necessary.
- Problem solving and innovation:
- Ability to think strategically, critically and analytically to find effective solutions to complex issues.
- Ability to proactively identify effective service enhancements and delivery

HOW TO APPLY

Please apply by clicking 'Apply Now' where you will be guided to send your CV and a supporting statement explaining how you meet the essential criteria in the person specification.

This role closes at 23:59 on Tuesday 3rd January 2023. If you have any questions about this role, please direct them to careers@tedi-london.ac.uk where HR or the hiring manager will answer these at their convenience.

Shortlisting will take place on Wednesday 4th January 2023 with interviews taking place at our Campus in Canada Water on the week commencing 9th January 2023.



All applicants will be notified as to whether their application is successful or not.

TERMS AND CONDITIONS OF EMPLOYMENT



PRINCIPLES:

- Single-status: all levels and roles to be offered the same terms and conditions (other than salary).
- Pay reviews will take place annually focused on cost of living, market rates, potential impact on diversity and inclusion and financial affordability. Our pay structure does not include annual increments or guarantee annual pay increases.
- The health, wellbeing and ongoing engagement of our people is key.
- Reinforce our values and developing culture including agile/flexible working for all roles: we are focused on delivery requirements and outcomes achieved through mutual trust, respect and empowerment.

Core terms

Working days per annum	260
Holiday entitlement	28 days
Closure days	Additional 5 days (Christmas/New Year) plus identified statutory/ bank holiday days
Buying holiday	Up to 10 days may be bought, 5 days maximum may be sold
Holiday year runs	1 January – 31 December each year
Notice periods:	1 – 3 months depending on role
Pension incl. life insurance and permanent health insurance	Employer contribution up to 10% Life Insurance 4x Annual Salary
Hours of work per week	35 hours, a standard day is 7 hours. There may be a requirement for evening or weekend working for identified roles.

Work life/time off

Occupational Maternity pay/Adoption pay scheme/Shared parental leave	16 weeks full pay after one years service (top up to statutory entitlements)
Other time off:	
Development days	Up to 2 weeks paid per calendar year
Compassionate/special leave/time off for dependents	
Partner/Paternity Leave	2 weeks full pay
Community engagement days (CSR)	Up to 5 working days in line with TEDI-London overarching objectives

Wellbeing and Engagement

Occupational Health services	Yes, as required. Paid Annual wellbeing checks on request.
Employee Assistance Programme	Yes, as required
Discounted products/services	Yes
Dental/medical appointments	Paid time off
Occupational Sick Pay Scheme*	Paid
Private Healthcare Services	Available
Cycle to work scheme	Yes
Season ticket interest free loan	Yes

*Occupational Sick Pay Scheme

1 month - Up to 1 years service	3 months full pay
1 to 3 years service	3 months full pay, 3 months half pay
3 years plus service	6 months full pay, six months half pay

