

University Secretary and Registrar

Candidate Pack





About us

Whether it is our sector-leading work helping more people into university, the major contribution we make to our changing towns and cities, or our vital role training the nation's key workers - we are working to create a fairer, wiser, more caring world.

At Leeds Trinity, we believe that we can help a greater variety of people and places to thrive by emphasising well-being, wisdom and wider potential alongside academic excellence.

We find ourselves at a very exciting time in terms of growth and potential. Building on a set of strong foundations we have the opportunity to make a step change in academic development, employability, careers and the positive contribution we can make in our region, the country and wider world.

Location

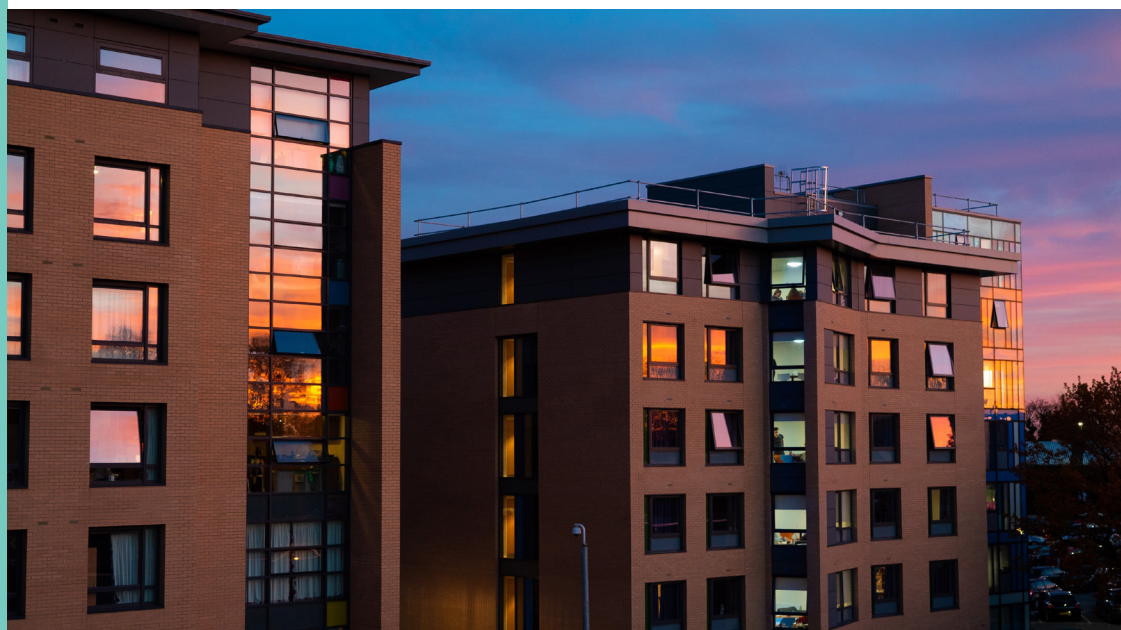


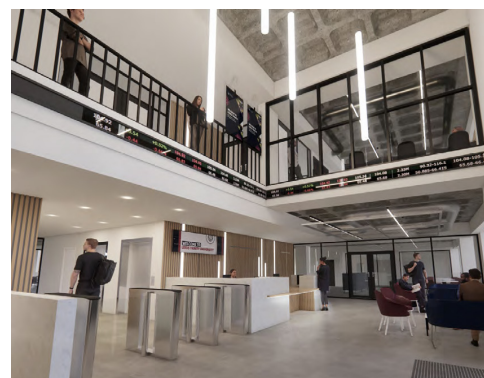
Horsforth Campus

Our Horsforth campus is situated in a leafy town located six miles north-west of Leeds city centre and two miles from Leeds Bradford Airport.

This popular suburb is filled with plenty of independent shops, pubs and restaurants to explore, all surrounded by stunning views.

Our green campus offers the best of both worlds with easy links to and from the city of Leeds via train, as well as acres of attractive grounds and on-site car parking.





Leeds City Campus

Our City Campus is located at Trevelyan Square, in the heart of the city and just minutes away from Leeds train station.

With incredible shops, cafés and restaurants on your doorstep, as well as modern facilities to work in, this campus is an incredible place to make more happen. Located in an area surrounded by historic landmarks and modern amenities, Trevelyan Square offers a unique blend of heritage and innovation.

The following Schools will deliver their programmes at the Leeds City Campus:

- School of Business and Law
- School of Computer Science
- School of Construction and the Built Environment
- School of Criminology, Investigation and Policing

Joining our Leeds City campus promises not just a career opportunity, but an immersive experience in a thriving academic environment where ideas flourish and talents thrive.

Our Commitments

Vision

We will be a leading career-led and applied university. Our students will achieve outstanding outcomes. Our well-rounded learners and graduates will be sought by employers. They will shape a rapidly changing world.

Mission

Rooted in its Catholic foundation, Leeds Trinity is a diverse and inclusive University welcoming students from all backgrounds and beliefs which exists to provide a transformational educational experience, forming students and learners whose lives will flourish and find wholeness in their work and world. Focused on the innate dignity and value of each person, we seek to provide our students with a distinctively supportive academic and professional community, empowering them to discover their unique gifts and talents, and so fulfil their personal and professional potential.



Our Values

Our values, which are rooted in our Catholic heritage, serve as the cornerstone of our identity, and define us as a community. They reflect our commitment to excellence, inclusivity, integrity, care, and service, and guide us in our pursuit of making a positive contribution to society.

The embodiment of our values in our day-to-day working lives is more important than ever, as we embark on a period of significant organisational change, with growth on many fronts, not least in our staff community. Within this context, it is important that we maintain and uphold our core values and stay focussed on the strong sense of collegiality and solidarity that has helped us achieve success together as an institution for over 50 years.

Dignity and Care

We value the wellbeing, dignity, and contribution of each person by nurturing a community where students and staff can reach their full potential.

Solidarity and Service

We promote the Common Good by widening opportunity and participation, forming outward partnerships, and by making a positive contribution to society.

Honesty and Integrity

We uphold truth, honesty, and integrity, fostering personal and collective accountability by stewarding our resources well and cultivating an awareness of our responsibility for the environment and the communities around us.

Respect and Inclusivity

We demonstrate our inclusivity by promoting equality in the opportunities we offer, in the right of everyone to contribute and by cultivating a safe community rooted in a culture of mutual respect.

Knowledge and Excellence

We aspire to stimulate keen scholarship and the pursuit of academic excellence by providing the highest standards of teaching, learning and research, and by continuously improving on our performance.



Achievements and Successes

We are a growing organisation with our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.

Some of our recent achievements include:

- **University of the Year for Student Experience**
The Times and The Sunday Times Good University Guide 2027)
- **1st in the UK for teaching quality**
(The Times and The Sunday Times Good University Guide 2027)
- **Top University in the UK for overall student satisfaction**
Measured by NSS 2026 positivity score (% agree) of all registered students across the 17 NSS questions that were used in the latest Teaching Excellence Framework (TEF 2023), compared against institutions included in the Times UK University Rankings 2026
- **95% of our graduates are in work or further study 15 months after graduating**
Full-time undergraduate or degree apprenticeship students. Graduate Outcomes, HESA, published 2026

Work with us at Leeds Trinity University



Job Description

Job title: University Secretary and Registrar
Divisional area: University Executive Group
Responsible to: Chair of the Board of Governors and the Vice-Chancellor

Purpose of the Post

The University Secretary and Registrar is a member of the University's Executive Group and is accountable for Governance and Compliance, Registry, Student Support and Engagement, Graduate Outcomes and Enterprise and People and Culture. As University Secretary, the postholder provides strategic leadership to ensure effective corporate and academic governance across all areas of the University and the Board of Governors ensuring and compliance with all relevant legal and regulatory requirements. As Registrar the postholder provides leadership of the key professional services supporting the student journey in order to provide outstanding support and services to students and academic colleagues.

The postholder will be an active change agent, developing and promoting a modern, joined-up approach to governance and compliance by ensuring frameworks, guidance and processes are in place that support the effective operation of the University against the backdrop of a continually changing Higher Education sector

and external landscape. They will combine their expertise in governance and compliance with a deep commitment to the provision of effective, student-focused professional services which use digital technology to combine a robust compliance culture with outstanding customer service.

As University Secretary, the postholder will report directly to the Chair of the Board of Governors and will act as University Secretary and Clerk to the Board of Governors as set out in the University's Articles of Association. As Registrar, they will report to the Vice-Chancellor and work alongside other members of the University's Executive Group to ensure that the delivery of the University Strategic Plan is supported by outstanding professional services. The postholder is ultimately accountable for the below responsibilities but may devolve authority for decisions to other colleagues in this remit.

Main Duties and Responsibilities

The University Secretary and Registrar's role includes responsibility for:

1. Corporate governance and compliance

- Responsible for ensuring that the University remains compliant with all appropriate legal and regulatory frameworks, which define its obligations and duties.
- Overseeing the overall effectiveness of the University's governance, assurance and compliance work to ensure the University conducts its business to the highest standards of ethical conduct and integrity, at all times reflecting the University's Public Good ethos in all of its activities.
- Act as a key focal point on behalf of the Vice-Chancellor for the internal and external coordination of the regulatory requirements of the Office for Students (OfS), and consultations, other calls for information, and wider engagement and communication with the OfS, ensuring compliance, and considering any factors affecting the University's ongoing Conditions of Registration.
- Be the key point of liaison for regulatory/policy and government/sector consultations, working with University Executive Board members to influence HE policy development and implementation nationally and if appropriate internationally. To act as the University's, Safeguarding and Prevent Duty lead and working with a range of University departments, ensure that there are processes, guidance and reporting mechanisms in place to ensure that the University is fully compliant with its Safeguarding and Prevent responsibilities
- Develop, implement and advise on proportionate, integrated and effective deliberative and decision-making structures within the framework of the University's Articles, Statement of Primary Responsibilities and Financial Regulations, supported by robust secretariat guidelines and support in order to ensure clear and robust decision-making and record keeping.
- Lead the introduction of an enhanced and holistic risk management framework which establishes risk appetite, integrates and addresses various levels of risk, allocates risk owners, involves relevant managers, and ensures there are reporting and scrutiny lines to both the Board of Governors and executive management structures.
- Manage the University's outsourced internal audit service and to ensure that the University maintains a robust programme and cycle of audit scrutiny of its key systems and processes.

2. University Secretary and Clerk to the Board

- Reporting independently to the Board of Governors, providing advice and support to the Chair of the Board of Governors and the Chairs of Board sub-committees.
- Discharging the role of University Secretary and Clerk to the Board as set out in the University Articles of Association.
- Provide the Board of Governors with authoritative advice on its responsibilities under its own constitutional documents as a company limited by guarantee, an exempt charity, and in relation to relevant regulatory bodies (for example the OfS) and sector expectations (for example the Higher Education Code of Governance).
- Enable the Board of Governors and its constituent committees to contribute effectively to the strategic direction and stewardship of the University.
- Work with the Chairs of the Board of Governors and its committees, the Vice-Chancellor and the University Executive Group to ensure that corporate governance arrangements are effective, meet regulatory requirements and demonstrate accountability.
- Exercise care in separating the function of University Secretary from broader University Executive Group responsibilities and report any conflict of interest between the separate functions to the Board of Governors.
- Ensure that the University's responsibilities as a company and a charity are discharged and consistently compliant. This includes the filing of returns and maintaining vigilant oversight of roles, responsibilities, levels of delegation and conflicts of interest.
- Accountable for communicating Board of Governors business to students, colleagues and stakeholders.
- Manage the University's constitutional documents, ensuring that they remain fit for purpose and are future focused.
- Working alongside the Chief Operating Officer to liaise with the Students' Union on constitutional and governance issues within the remit of the University's Board of Governors.
- Support the Chair in discharging the responsibilities of the Board of Governors, including overseeing the process for the appointment of the Vice-Chancellor, Senior Post Holders, of governors and co-opted governors, and of the Chancellor and any arrangements needed in the establishment of any potential wholly owned subsidiaries and joint venture companies.
- Obtain legal advice and support for the University and Board of Governors as required, to manage the relationship with any external lawyers, to ensure the University seal is used appropriately and that contracts and other legal documents are signed appropriately on behalf of the University and stored safely and securely in both digital and hard copies.
- Serve as the nominated officer for subsidiary companies.

- Act as the University's Data Protection Officer and have oversight of information compliance including data protection and freedom of information legislation.
- Responsible for ensuring compliance with intellectual property law, particularly in relation to copyright and patents and to ensure the University's policies relating to the ownership, protection and commercialisation of intellectual property created by University staff and students are legally compliant.

3. Academic Governance

- Supporting the DVC and Provost in ensuring that the University has robust professional services and processes to ensure accountability for the University's quality assurance and standards and that these are implemented across all the University's academic provision.
- Supporting the DVC and Provost in ensuring that robust processes and procedures are in place to carry out due diligence into proposed new national and international academic partnerships, to ensure that new partnerships are approved in accordance with the University Scheme of Delegation and that the University's quality assurance and standards are applied robustly to all LTU academic provision delivered with academic partners.
- Ensure the highest standards of delivery and ensure that quality assurance is embedded throughout the University and that a robust cycle of quality assurance activity is designed and delivered across the University.
- Support the DVC and Provost in the development and delivery of a continuous programme of quality enhancement.
- Responsible for the University's framework for academic quality (AQ) and for developing and implementing new approaches to institutional quality management that are aligned to external requirements (e.g. Office for Students, Professional, Statutory & Regulatory Bodies, Ofsted, etc.) including establishing and maintaining oversight of escalation procedures in instances of non-compliance.
- Drive a culture of continuous quality improvement through the establishment of transparent, student centred, data driven monitoring, review and audit of the University's academic policies, regulations and quality management framework.
- Oversee the operation of Academic Board and its sub-committees and ensure the interface between Academic Board and the Board of Governors to provide full assurance to the Board of Governors on academic quality and standards.
- Act as Executive Lead and Disciplinary Officer for student discipline and complaints.
- Ensure that robust processes are in place to manage academic casework including academic appeals and cases of academic misconduct.

4. Registrar

- Providing leadership of all the key professional services supporting the student journey..
- Develop and lead integrated student and customer-focused services which make best use of digital technology, and which deliver high-quality services and support in an efficient and effective way.
- Work closely with the DVC and Provost to ensure that professional services are designed to fully support and deliver the University's academic and student experience strategies.
- Cross-University responsibility for academic administrative policies, procedures and systems, and student data, and play a key role in effective integration of provision and services.
- Develop, implement and resource the delivery of Student and Academic Services , 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 both centrally and within Faculties.
- Lead student information related IT projects, including student record, timetabling, system developments and enhancements; support other University projects as required.

General Duties

- To ensure the use of data complies with current regulations, particularly those relating to GDPR.
- To comply with all health, safety and wellbeing policies and procedures at all times and to take responsibility for promoting and safeguarding the welfare and protection of others.
- Apply equitable and inclusive practice in all professional interactions, consistent with the University's legal obligations and strategic commitments to equity and social justice
- To support and contribute to achieving the University's student recruitment and retention objectives.
- To carry out other duties, commensurate with the grade of the post, as may reasonably be directed by your line manager after due consultation..

As a values-led institution guided by principles of equity, social justice and belonging, the University expects all colleagues to uphold inclusive and respectful behaviour consistent with these commitments and with the University's obligations under equality and freedom of speech legislation.

This job description is current on the date indicated below. It is liable to variation by the Vice-Chancellor in order to reflect or anticipate University developments and changes in the post.

Work with us at Leeds Trinity University



Person Specification

Method of assessment

A = Application Form, I = Interview, P = Presentation

(SL – Additional criteria required only for application to Senior Lecturer positions)

	Successful candidate should have:	Essential/ Desirable	Tested by* A, I, P
Qualifications	Undergraduate Degree (or equivalent).	E	A
	A relevant professional or postgraduate qualification.	E	A
Knowledge and Understanding	Experience of providing support to a Board of Governors, Board of Trustees or Board of Directors or equivalents in a complex environment.	E	A, I
	A successful track record of providing strategic leadership in governance and/or compliance functions in a complex organisation.	E	A, I
	Significant experience in a senior leadership role, managing cross-organisation professional services functions within a complex, highly regulated environment.	E	A, I
	Excellent understanding of the diverse needs of the student body and ability to use this to drive outstanding customer services.	E	A, I
	Thorough knowledge of internal and external regulation and compliance, with significant experience of working in one or more areas of the portfolio and track record in securing improved outcomes within these areas.	E	A, I
	Significant and current understanding of quality assurance, management and enhancement processes within the HE sector and a proven track record in securing improved outcomes within these areas.	E	A, I, P

Method of assessment

A = Application Form, I = Interview, P = Presentation

(SL – Additional criteria required only for application to Senior Lecturer positions)

	Successful candidate should have:	Essential/ Desirable	Tested by* A, I, P
Knowledge and Understanding	A demonstrable and thorough understanding of the wider UK Higher Education sector and the challenges facing the sector at this time and ability to navigate appropriately through these challenges.	E	A, I, P
	A sound understanding of Higher Education quality management and ability to be a positive role model for embracing the changing external regulatory requirements (e.g. OfS, Ofsted etc.)	E	A, I, P
Skills & Competencies	Strong stakeholder engagement and management skills, including communication, influencing, facilitation/mediation skills and matrix delivery and performance management.	E	A, I
	Ability to engage and inspire others with a clear and focused values-led and collaborative leadership style.	E	I, P
	A proven track record in problem solving, with the ability to think quickly and innovatively and be agile in reacting to changing requirements.	E	I
	Excellent planning skills, with the ability to prioritise tasks effectively, whilst managing competing priorities.	E	A, I
	Personal gravitas and professional credibility with the ability to represent the University through engaging effectively with and influencing positively external bodies and policy agendas.	E	A
	Accuracy and attention to detail with a structured and logical approach.	E	A, I



Plans for Growth

We find ourselves at a very exciting time in terms of growth and potential. Building on a set of strong foundations we have the opportunity to make a step change in academic development, employability, careers and the positive contribution we can make in our region, the country and wider world.

Our Strategic Plan 2021-2026 sets out our ambitions and intentions, focusing on the four Strategic Pillars of:

- Education and Experience
- People and Sustainability
- Research, Impact and Innovation
- Careers and Enterprise

We are proud to collaborate and partner with our business community, creating new ways of linking to our City Region. Partnering helps our students and staff to thrive through work, volunteering and learning insights.

Leeds Trinity has always been committed to transforming lives and benefitting our local community and so we are very proud to be training the next cohort of police constables, nurses, and teachers. We have developed programs that are relevant, inspiring, and impactful.

Leeds Trinity offers an opportunity to make a difference, be part of something special and shape the future at a time of continued growth.

Sustainability

We are committed to long term sustainability; our Sustainability Directorate is leading the development and delivery of the University's ambitious Sustainability Strategy, which seeks to address our response to the climate crisis and embed Education for Sustainability into all our education offerings.

We are rising to the challenges of de-carbonisation and the environmental impact of our estate, to ensure that our growth is responsible and addresses our impact.

We are committed to embedding sustainability into everything we do and working towards solving global challenges. We are signatories to the SDG Accord, a global promise to play a key role in fighting local, national and global injustice, through contributing towards achieving the UN Sustainable Development Goals (SDG's).

We want all of our staff and students to understand the role they can have in supporting the sustainability agenda, plus build their capacity to take action, now and in the future. We will do so inclusively as part of Leeds Trinity's values and mission, which promote social solidarity and the common good, through our commitment to social justice, enhancing opportunities, widening participation and adding value to the lives of our whole community and beyond.





Working with us

At Leeds Trinity University our aim is a friendly, inclusive and ambitious working environment. We strive to create a respectful and open-minded place to work and as a member of the community you'll have access to a wide range of benefits to support your work/life balance, development and wellbeing.

Family Friendly Policies

We have a wide range of support which can assist with life events and challenges, a range of policies are in place to help provide an inclusive and ambitious working environment.

Health and Wellbeing

We champion the health and wellbeing of our employees and provide a comprehensive range of wellbeing initiatives incorporating physical and mental health, ways of working, personal growth, lifestyle choices and financial wellbeing. Some of these include access to an Employee Assistance Programme which gives free confidential legal, financial and consumer advice as well as a range of counselling services. Access to our Thrive App and mental health first aiders continues our commitment to supporting you at work.

Benefits Overview



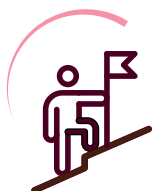
Working Week

A 35-hour working week and commitment to flexible work arrangements. We have an agile working framework developed through engagement with our staff community groups, our approach is flexible and balanced with the needs of our students.



Annual Leave

- Academic employees: 35 days pro rata
- Professional services employees: Up to 30 days (pro rata) dependent on grade and number of years' service.
- Bank holiday entitlement: 8 days
- All roles receive a total of 3 extra days in combination with bank holidays.
- Closure at Christmas, with 3-4 additional days off (dependent on the days in the week this falls on)
- Option to purchase 5 additional holidays (pro rata) on an annual basis



Personal and Professional Development

As an education provider you can expect to be able to access a wide range of personal and professional development opportunities, including coaching and mentoring and the opportunity to apply for further study and professional qualifications.



Pay and Pensions

A generous pay package with annual reviews and incremental progression. In addition to your employee pension contribution:

- Professional Services colleagues will join the Local Government Pension Scheme with a generous employer contribution of 19.1%
- Academic colleagues will join the Teachers' Pension Scheme with a employer contribution of 28.6%

We are committed to equal and fair pay and a real living wage employer.



Discounts and Other Benefits

- Access to 'Trinity Perks', our employee discount portal which offers a range of discounts including supermarkets, high street stores, food and drink outlets and cinemas. Salary sacrifice schemes including bike to work and other travel discounts.
- In addition to discounts across a variety of gyms nationwide, our Horsforth campus Trinity Fitness gym has the latest equipment and access to indoor and outdoor facilities, and classes including Boxfit, Zumba, Yoga, Pilates, HIIT and much more. Membership includes anytime access to our gym and classes at a discounted rate of £7.50 per month.





Equity and Inclusion

We are committed to supporting inclusivity and have colleague Equity Networks, led by staff, for staff, to promote equity and social justice for all. Our Equity Networks are supported by the Executive Team and the Office for Institutional Equity. We are proud to have established the following networks: Women; LGBTQIA+; BAME; Disability; Neurodivergence and International. Colleagues within the networks channel communication in support of inclusivity; aim to advance equity and social justice within the organisation, and have a remit to support institutional change and celebrating difference.

LTU leads an Equity network within the Cathedrals Group of universities; chairs the Leeds Learning Alliance Equity Network and is a member of the regional Equality, Diversity and Inclusion network. All of these networks recognise that equity and social justice are core to supporting our colleagues to thrive and offers us an opportunity to focus on a shared understanding of common issues in relation to EDI.

We have an established volunteering policy which allows employees to give back to the community and help make a difference.

We have achieved the Race Equality Charter Silver Award and are actively working towards Silver which demonstrates that we have embedded our approach to race equity. We are beginning our Athena Swan journey and have instigated our work to achieve the Mental Health Charter.

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented within the University: LGBTQIA+, Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise.

The University will consider all forms of flexible working arrangements. All appointments will be based on merit.

How to Apply

Leeds Trinity University has engaged the services of Odgers, to whom applications should be sent at your earliest convenience but no later than **5pm Friday 27 November 2026**.

Final interviews will take place on **Friday 15th January**, Horsforth campus.

In order to apply, please submit a comprehensive CV along with a covering letter setting out your interest in the role and how you match the required criteria.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

The preferred method of application is online at:
www.odgers.com/96967.

If you are unable to apply online please email:
96967@odgers.com.

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. This will assist the University in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Queries

For a confidential conversation about this opportunity, please contact:

Lilly Karia-Briggs, Researcher
Lilly.karia-briggs@odgers.com
+44 208 434 5821

Hugh Holden, Associate
Hugh.holden@odgers.com
+44 207 518 2654

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact kylie.fell@odgers.com.

Contact us

Horsforth Campus

Brownberrie Lane
Horsforth
Leeds
LS18 5HD

0113 283 7100
hello@leedstrinity.ac.uk

Leeds City Campus

1 Trevelyan Square
Leeds
LS1 6HP

0113 283 7100
hello@leedstrinity.ac.uk

