

ACADEMIC REGISTRY

'Enabling academic endeavour, supporting the student journey'

STRATEGIC PLAN 2014-15/2016-17

Introduction

This Strategic Plan governs the work of the Academic Registry between 2014/15 and 2016/17. It should be read in conjunction with our Annual Operational Plan which contain the smart targets which allow us to track our progress against our aims (strategic and operational).

The work of Academic Registry is derived from the priorities contained within the University's **Education Strategy 2010-16**, in particular to

2. Provide an education of the highest quality that is research-led and focused on the needs and expectations of our students.
3. Ensure students have a fulfilling, demanding and intellectually stimulating experience while at University, that prepares them for employment and worldwide opportunities when they leave.
4. Provide effective and enabling educational leadership and structures that support educational enhancement.
5. Ensure that learning takes place within a high-quality environment that enables both students and staff to achieve their full academic potential.

What does Academic Registry do?

- It supports the development and fulfillment of education strategy at the University of Bristol by contributing professional knowledge, managing and supporting educational governance and assisting senior academic leaders in the discharge of their responsibilities.
- It provides advice, guidance and information (and where appropriate, leadership) in relation to education policy, process, infrastructure, support mechanisms and pedagogic practice to a range of partners (academic, students and other Professional Services) in order to enhance our educational offering and the student experience.
- It facilitates information management by the gathering, collation, structuring, analysing and dissemination of a range of education related data for internal and external use and is critical to both data stewardship and systems support.
- It manages elements of education related risk on behalf of the University by undertaking quality assurance and other compliance type activities.
- It supports key activities in the undergraduate and postgraduate student lifecycles and delivers student facing specialist services.

Overview of the Strategic Plan

The Strategic Plan has five overarching themes that frame the 2014-15/2016-17 priorities. These are:

- Strategic Theme A: An excellent, aligned Service*
Strategic Theme B: Professional delivery of core educational business
Strategic Theme C: A trusted, engaged Service
Strategic Theme D: Commitment to improvement and Innovation
Strategic Theme E: An enhanced professional services culture

Themes have aims and associated goals which in turn generate operational objectives (measured via SMART targets). Overarching Service and team objectives and targets are contained in the Academic Registry Annual Operational Plan.

Strategic Theme A: An excellent, aligned Service <i>A Service strategically and structurally aligned to University requirements, enhancing and safeguarding the University's reputation</i>	
<i>Key Aim I</i> <i>To map and deliver service activities against key University priorities, balancing competing demands and managing resources</i>	Goal 1: To restructure Academic Registry, building and embedding a new team structure with appropriate roles to create an effective and efficient Service such that our partners experience a seamless service Goal 2: To work with our partners to manage the challenge of prioritising activities in a resource constrained environment
<i>Key Aim II</i> <i>To provide the educational regulatory, assurance and compliance framework for the University</i>	Goal 3: To ensure the University is well prepared for external reviews, audits and accreditations in order to achieve successful outcomes, with particular reference to the Higher Education Review Goal 4: To be proactive and respond appropriately to emergent or ad hoc institutional or external initiatives and reviews that impact upon the University and its reputation
<i>Key Aim III</i> <i>To support the development of education strategy at the University</i>	Goal 5: To support the next iteration of the University's Education Strategy Goal 6: To facilitate the development and/or enhancement of the range of supporting educational strategies, policies and frameworks that underpin the overarching Education Strategy

Strategic Theme B: Professional delivery of core educational business <i>A Service delivering critical corporate functions in relation to education, characterised by excellence in that service delivery</i>	
<i>Key Aim IV</i> <i>To lead and/or undertake core educational activities to an excellent standard</i>	Goal 7: To deliver well the annual cycle of activities in support of the University's educational endeavor, as detailed in the yearly Academic Registry Annual Operational Plan

Strategic Theme C: A trusted, engaged Service <i>A Service whose expertise is understood and available to its many partners</i>	
<i>Key Aim V</i> <i>To further develop and articulate our professional knowledge and expertise so to underpin the University's education strategy</i>	Goal 8: To communicate more effectively our range of services and expertise, ensuring that staff are trained and knowledgeable to provide expert advice to our partners
<i>Key Aim VI</i> <i>To engage in partnership working and develop professional networks so as to enhance the quality of our service delivery</i>	Goal 9: To develop our understanding of partnership working (with academic colleagues, students and other Professional Services) and networking, and engage more systematically and overtly in both

Strategic Theme D: Commitment to improvement and Innovation <i>A service characterised by innovative thinking and a willingness to improve performance</i>	
<i>Key Aim VII To contribute positively to the developments undertaken by the Student Lifecycle Support Programme and to deliver its outputs</i>	Goal 10: To participate fully in the SLSP, by working with academic and professional colleagues and students to support delivery of its objectives and timescales
<i>Key Aim VIII To focus on improvements in key service areas</i>	<p>Goal 11: To deliver improvements in identified service areas, further developing appropriate quality control mechanisms</p> <p>Goal 12: To routinely analyse and examine day to day activities and develop these where service improvements can be made, including where these appear to be minor but which will cumulatively allow for step changes</p> <p>Goal 13: To prepare for our Divisional Review in 2015/16 and implement resulting actions</p>

Strategic Theme E: An enhanced professional services culture <i>An empowered staff team taking pride in their contribution to the University's mission</i>	
<i>Key Aim IX To create a strong leadership team within the Service, empowered to manage and lead in ways that contribute to our effectiveness, and are professionally and personally fulfilling for those holding such positions</i>	Goal 14: To facilitate the development of a strong Leadership Team by fostering appropriate professional development for individuals, delivering a collective development programme and providing clear opportunities to contribute to strategic and management activities
<i>Key Aim X To build a stretching but supportive culture for all colleagues, where professionalism, competence and responsiveness are recognised and valued and team work, respect and openness characterise our interactions with one another</i>	<p>Goal 15: To ensure everyone is supported to take up appropriate professional development opportunities</p> <p>Goal 16: To take collective responsibility for all Academic Registry activities by having appropriate consultation, communication and decision-making mechanisms, and ensuring all staff have the opportunity to understand and reflect on the University's priorities and strategies as they relate to their own areas of responsibility</p>