Speakers

Matt Brindley-Sadler, Academic Registrar, University of Winchester
Julie Kelly, Academic Registrar, University of Hertfordshire
Lesley O’Keeffe, Registrar, Brunel University London, ARC Professional Development Lead
Ranjit Sahota, Academic Registrar, University of Roehampton

9.15 Registration opens

9.45 to 10.00 Welcome, Introductions and Overview of the Day – Lesley O’Keeffe

10.00 to 10.55 So, what even is an Academic Registrar or Director of Academic Services or Director of Registry or…? - Lesley O’Keeffe

  Mapping out a role in registry services can be challenging when the terms and scopes of the roles are so different. Better understand some of the core skills and areas of responsibility involved.

10.55 to 11.00 Career journeys – hear about the journeys of some of those before you.

11.00 to 11.15 Refreshments and Networking

11.15 to 11.55 Managing experts when you’re not an expert – Ranjit Sahota

  A key challenge for any Academic Registrar is managing expert or specialist teams, often when you have no direct experience of that specialism. This session will give some insight into how to approach the challenges.

11.55 to 12.00 Career journeys – hear what have others learnt through their careers.

12.00 to 12.45 Skills mapping – Matt Brindley-Sadler

  What skills and behaviours might you need to progress a career in registry? Start exploring these skills and understanding where you might need to focus for improvement.

12.45 to 13.30 Lunch and Networking
13.30 to 14.10  Networking – **Julie Kelly**  
Some tips on how to network. Make the most of working in a sector that shares by being able to confidently engage with new colleagues and how to nurture existing relationships.

14.10 to 14.15  Career journeys – hear how others were supported throughout their careers

14.15 to 14.30  **Refreshments and Networking**

14.30 to 15.15  Making up the gaps – **All speakers**  
Working to develop your personalised action plan by identifying how to address any skills or behaviours that you need to develop.

15.15 to 15.20  Career journeys – Not every journey ends up where you expect

15.20 to 15.50  What’s next – **Julie Kelly and Lesley O’Keeffe**  
Who are the main recruiters in Higher Education and how should you work with them. Hear directly from a variety of recruiters!

15.50 to 16.00  Round up and close