



Registrar

King's Own Institute (KOI) is a leading private institution of higher education located in central Sydney and Newcastle, Australia, offering high quality accredited diploma, undergraduate and postgraduate courses in Accounting, Business, Management, Information Technology (IT) and postgraduate courses in TESOL (Teaching English to Speakers of Other Languages).

About the Role

The Registrar is responsible for the leadership and effective management of student and academic administration across King's Own Institute (KOI). The role ensures integrity of student records, regulatory compliance, efficient administration of the student lifecycle from admission to graduation, and high-quality governance support for academic decision-making bodies.

Key Responsibilities

Student Lifecycle Management

- Oversee admissions, enrolment, orientation, progression, leave of absence, deferrals, withdrawals and graduation processes.
- Ensure accurate student records and data integrity across all systems.
- Oversee conferral, certification, transcripts and institutional academic records authority.
- Lead service excellence in student administration across Sydney and Newcastle campuses.

Governance & Secretariat Support

- Provide secretariat oversight for Academic Board and relevant committees.
- Maintain registers, action logs, schedules and governance records.
- Ensure implementation and tracking of resolutions.

Regulatory Compliance

- Support compliance with TEQSA, HESF, ESOS Act, National Code, CRICOS and internal policies.
- Coordinate statutory reporting, student data returns and regulatory evidence requests.
- Monitor compliance risks relating to student administration.

Leadership & Continuous Improvement

- Lead and develop administration teams.
- Exercise data analytics to improve student experience, turnaround times and operational efficiency.
- Drive digital transformation and process improvement initiatives.

Stakeholder Management

- Liaise with students, staff, executives, regulators and external partners.
- Work collaboratively with Academic, Finance, IT, Marketing and HR teams.



About You

- Strategic thinking
- High integrity and confidentiality
- Strong judgement and decision-making
- Operational excellence
- Student-centred service delivery
- Attention to detail

Essential Qualifications & Experience

- Relevant tertiary qualifications.
- Minimum 5 years senior leadership experience in higher education administration.
- Strong knowledge of TEQSA, HESF, ESOS, National Code and student administration frameworks.
- Experience managing student management systems and data reporting.
- Excellent governance, communication and stakeholder management skills.
- Demonstrated leadership capability across multi-disciplinary teams.
- Significant experience in managing and teaching at Higher Education level
- A demonstrated record of innovation, achievement and quality improvement in teaching
- Experience managing and coordinating staff from diverse backgrounds and cultures
- Experience in analysing data, creating reports and making recommendations

What We Offer

- Opportunity to make a significant contribution to a growing higher education institution
- Competitive salary
- Collaborative and supportive executive team
- Professional development opportunities

Candidate MUST reside in Sydney NSW

Candidate MUST hold a PR or Citizen work rights

Only shortlisted candidates will be contacted

No recruiters or agencies

How to Apply

Please submit your resume and a cover letter addressing the selection criteria to the Human Resources Department at human.resources@koi.edu.au

King's Own Institute is committed to fostering diversity and inclusion in the workplace. We encourage applications from candidates of all backgrounds.