**Aspiring Academic Registrars**

**Speakers**

Fiona Fisk, Academic Registrar, University of Suffolk, ARC Business Secretary  
Lesley O’Keeffe, Registrar, Brunel University London, ARC Professional Development Lead  
Stephen McAuliffe, Deputy Registrar, University of Nottingham, ARC Deputy Chair  
Ben Rogers, Director of Registry Services, Cardiff Metropolitan University, ARC Chair  
Kerry Shepherd, Recruitment Consultant, Minerva

9.15 Registration opens

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

10.00 to 11.00 Career progressions – including the personal reflections of a former attendee who has successfully aspired to become an Academic Registrar – all, chaired by **Fiona Fisk**

11.00 to 11.15 **Refreshments and Networking**

11.15 to 12.00 Managing experts when you’re not an expert – **Stephen McAuliffe**  
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.

12.00 to 12.45 Key relationships: working in complex organisations – **Lesley O’Keeffe**

12.45 to 13.30 **Lunch and Networking**

13.30 to 14.15 Generic and specific: what is it like doing the job day-to-day? – all, chaired by **Ben Rogers** Interactive panel presentation and discussion

14.15 to 14.30 **Refreshments and Networking**

14.30 to 15.45 Career destinations: hitting the target – **Lesley O’Keeffe** and an executive search consultant **Kerry Shepherd**  
A look at how to approach securing an Academic Registrar role, including insights from a recruitment consultant on what senior management teams are looking for, different interview processes and building your social media profile

15.45 to 16.00 Round up and close