



### **Job Description and Person Specification**

<b>College:</b>	<b>University of Exeter Business School</b>
<b>Post:</b>	<b>Programme Director / Associate Professor (Education and Scholarship) Degree Apprenticeships (Level 7 – MBA)</b>
<b>Reference No:</b>	<b>P60439</b>
<b>Grade:</b>	<b>H</b>
<b>Reporting to</b>	<b>Head of Department</b>
<b>Responsible for</b>	<b>Degree Apprenticeships (Level 7)</b>

The above full time post is available immediately in the Business School.

### **Summary of post**

This post is specifically required to manage the delivery of the Level 7 (MBA) Degree Apprenticeship (DA) programme launching in September 2018. It is delivered through online and distance learning, supported by short periods of residential study on campus and a significant element of workplace learning.

You will have responsibility for managing and monitoring the Level 7 MBA DA Programme and associated operational administration, curriculum development and quality management and enhancement, including accreditation by relevant professional bodies, where appropriate. You will work with the Director of the MBA, Director of Executive Education and the Associate Dean of Education for the college to ensure the efficient and effective delivery of the programme in accordance with the School's education strategy, and contribute to the development and implementation of innovative teaching practices across the School.

This post will also support research informed teaching activities in the area of Business. In particular they will manage and expand the income-generating programmes for Degree Apprenticeships, leadership and management of the design and development of the overall curricula and significant contribution to the leadership and management of the development of teaching and learning strategies and academic standards for the subject areas on these programmes.

### **Main duties**

#### **Education and Learning Support**

- Oversee the design and development of the overall curriculum in particular for Level 7 DA (Exeter MBA) in consultation with the Director of the MBA.
- Design, develop and deliver a range of programmes of study at various levels.
- Lead the development and clarification of academic standards and quality for the subject area
- Working closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy.
- Make a significant contribution to the development of academic policies across the Institution.

- Act as academic mentor to apprentices, being in contact regularly, guiding them through the apprenticeship process and helping to resolve issues, referring them to sources of further help if required.

### **Scholarship**

- Publish high quality scholarly learning resources and/or books for wider dissemination.
- Work at a national level to champion selected aspects of disciplinary pedagogy to further education.
- Engage in scholarly research networks beyond the University.
- Lead, as first author, on successful funding proposals.

### **Liaison and Networking**

- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Participate in internal and external networks in relation to teaching and teaching funding, and consultancy.
- Promote and market the work of the School in the subject area both nationally and internationally.
- Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

### **Managing people and managing resources**

- Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
- Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Colleges' success through engagement with University and College strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
- Take overall responsibility for the organising and deployment of resources within own areas of responsibility

### **Employer relationship management**

- Organise the team of academic mentors, ensuring they support apprentices and represent the University appropriately in their dealings with employers.
- Maintain contact with employers, representing the University in a positive light and acting as a conduit for employer feedback and other employer-related intelligence.

### **Sales and marketing**

- Remain abreast of developments in competing programmes, and effect changes to ensure the Level 7 DA programme remains competitive and relevant to employer needs.
- Participate in sales and marketing activities to raise awareness of the programme and to maximise take-up by employers and apprentices.

### **Person Specification**

- Possess a depth or breadth of specialist knowledge demonstrated by a PhD in a Business related discipline, or equivalent, of the core knowledge relating to academic areas in order to teach and support learning on academic area modules.
- Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.

- Be recognised for excellent teaching and have worked at a national level to champion selected aspects of disciplinary pedagogy to further education.
- Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
- Have a strong record in securing and servicing educational contracts in both private and public sector and attracting scholarship funding.
- Have experience of designing and leading on educational projects institutionally/regionally/nationally.
- Have experience of designing and/or developing online and blended teaching materials.
- Ideally be a member of the HEA at Principal Fellow level or working towards.

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Bill Russell, e-mail [W.E.Russell@exeter.ac.uk](mailto:W.E.Russell@exeter.ac.uk) or telephone (01392) **726464**.

### **Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

### **Further Information**

Please see our [website](#) for further information on working at the University of Exeter.