



## THE POST

<b>College:</b>	<b>University of Exeter Business School</b>
<b>Post:</b>	<b>Programme Director/Senior Lecturer (Education and Scholarship) – Degree Apprenticeships</b>
<b>Reference No:</b>	<b>P60439</b>
<b>Grade:</b>	<b>G</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.

### **Job Description**

#### **Main purpose of the job:**

The post is specifically required to manage the delivery of the Level 7 Degree Apprenticeship (DA) MBA programme launching in September 2018 to students balancing work and academic study. Programmes will be delivered through online and distance learning, supported by short periods of residential study on campus and a significant element of workplace learning and assessment.

You will have responsibility for managing and monitoring all Level 7 apprenticeship programmes within the School and their associated operational administration, curriculum development, quality management and enhancement (including accreditation by relevant professional institutions where appropriate). You will work with the Director of Executive Education, Director of the MBA and the Associate Dean of Education to ensure the efficient and effective delivery of teaching programmes in accord with the School's education strategy and implementing the External Affairs strategy. You will also contribute directly to teaching in one or more of the disciplinary areas, and to the development and implementation of innovative teaching practices across the School.

#### **Main duties and accountabilities:**

##### **Teaching and Learning Support**

- Responsibility for managing all DA Level 7 programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems), and programme accreditation processes.
- Work with academic and professional services colleagues to ensure enhancement and quality assurance of the curriculum across the School and regularly review programme content and materials, updating when required.
- Support the School's Associate Dean of Education in the development and implementation of the School's Education Strategies and contribute to the development of academic policies across the School in line with University aims and relevant performance indicators.
- Teach a range of material in Business related disciplines.
- Develop, promote and implement innovative teaching practices (with support from the University's Education Enhancement Unit), including technology enhanced learning in particular.
- Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
- Engage with the University Centre in working groups and committees as required.

### Managing people

- Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
- Act as a personal mentor to peers and colleagues.
- Resolve problems affecting the quality of programme delivery and student progress.

### Scholarship

- Conduct individual or collaborative scholarly projects.
- Identify sources of funding and contribute to the process of securing funds for scholarly activities.
- Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the School.

### Communication

- Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

### Liaison and Networking

- Lead and develop internal networks for example by chairing and participating in School or University committees or working groups.
- Act as an external examiner to other Institutions and provide professional advice as appropriate.
- Lead and develop external networks for example with external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

### 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.

### Teamwork

- Lead teams within areas of responsibility.
- Ensure that teams within the School work together.
- Act to resolve conflicts within and between teams.

### Pastoral care

- Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
- Provide first line support for colleagues, referring them to sources of further help if required.

### Planning and managing resources

- Contribute to the overall management of the School in areas such as resource management, business and programme planning.
- Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
- Be involved in School level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver consultancy or similar programmes and ensure that resources are available.

### 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.

### Initiative, problem solving and decision-making

- Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
- Make decisions regarding the operational aspects of educational programmes.
- Monitor student progress and retention.
- Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view full role profile  
<http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	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 area in order to teach and support learning on academic area modules	Principal Fellow of the HEA
Skills and Understanding	Have experience of managing teams and/or functions in a busy environment with conflicting priorities. Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Have proven Leadership qualities in an HE environment.  Have experience of designing and/or developing online and blended teaching materials.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to identify potential sources of funding. Able to communicate complex and conceptual ideas to a range of groups. Be a strategic thinker Able to participate in and develop external networks. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students	

### **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.