

## JOB DESCRIPTION

Vacancy Ref: A2701

<b>Job Title:</b>	Scheme Director, Post-experience Programmes	<b>Present Grade:</b>	Grade 8
<b>Department/College:</b>	LUMS		
<b>Directly responsible to:</b>	Director of Post-experience Programmes		
<b>Supervisory responsibility for:</b>	Teaching staff		
<b>Other contacts</b>	<p><b>Internal:</b> CETAD colleagues, Faculty and University academic and professional colleagues</p> <p><b>External:</b> Client organisations, professional bodies, local and national government organisations, academic and professional networks.</p>		
<b><u>Major Duties:</u></b>	<p>To act as Director of Programmes of Study for accredited post-experience programmes in Lancaster University Management School (LUMS). At present, this will be Scheme Director for the level 7 Senior Leader Degree Apprenticeship programme and Master's degrees in Professional Practice and related pathways.</p> <p>The role involves programme development, quality assurance, development of learning strategies and resources and leading teaching teams in addition to teaching groups and individual students. You will have expertise in Work Based learning (WBL) in areas related to leadership, management and general professional skills and be familiar with e-facilitated learning.</p> <p>The role is in the Executive Education Development Team within LUMS, which provides a bespoke response to businesses and supports the development of executive education/post-experience courses across the Faculty, developing frameworks, pedagogic approaches and academic capability.</p> <p><b>Teaching &amp; Related Administrative Duties</b></p> <ul style="list-style-type: none"> <li>To develop programmes of study to meet stakeholders' needs in line with a Work-Based Learning approach and the academic standards of the University.</li> <li>To lead teaching teams and develop and maintain a learning community of teaching staff.</li> <li>To teach and facilitate learning (face-to-face, blended and e-learning) including delivering tutorials and supervising projects.</li> <li>To develop learning methods, approaches and resources, including e-resources.</li> <li>To develop assessment methods, set, mark and moderate student assignments, and assess claims for Accreditation of Prior Learning (APL).</li> <li>To assess student applications and make admissions decisions.</li> <li>To ensure that students' academic and other support needs are met.</li> </ul>		

- To develop case studies and papers to support the dissemination of the work of the Executive Education team.
- To remain professionally and academically current by engaging in scholarly activity and continuing professional development.

#### **A. Quality**

- To ensure the academic quality of modules and programmes in line with QAA and Lancaster University guidelines
- To work within defined quality assurance, financial and regulatory frameworks in the design and delivery of programmes
- To manage external contracts to ensure specifications are met
- To participate in departmental teaching committees and exam boards
- To monitor and continually seek to improve the quality of teaching and learning and the student experience
- To contribute to the evaluation of activities with a view to strengthening educational capability

#### **B. Contribution to business and management**

- To take a key role in leading and managing the Master's degree apprenticeship programme.
- To contribute to partnership development, client relationships and the identification of business opportunities.
- To contribute to bids, tenders, business development and marketing activities

#### **C. Other Duties**

- To deputise for more senior colleagues if required
- Any other duties, appropriate to grade, as required. These may include representing the centre at meetings, writing reports/papers and carrying out projects that are relevant and appropriate to areas of expertise.