

JOB DESCRIPTION

Vacancy Ref: A2702

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| Job Title: | Director of Bespoke Executive Education Programmes | Present Grade: Senior Teaching Fellow - Grade 9 |
| Department/College: LUMS | | |
| Directly responsible to: | Director of Executive Education | |
| Supervisory responsibility for: | Teaching staff | |
| Other contacts | | |
| Internal: Faculty and University academic and professional colleagues | | |
| External: Client organisations, commissioning and funding agencies, professional bodies, local and national government organisations, academic and professional networks | | |
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| <u>Key purpose</u> | | |
| To develop, lead and manage bespoke executive education programmes in LUMS to meet the business needs of external clients, with responsibilities for programme and learning design and quality assurance. To work collaboratively with colleagues to develop courses, develop the teaching team and develop academic capability. The role requires a strategic consulting capability and the ability to design leadership development interventions. | | |
| <u>Context</u> | | |
| Our definition of executive education is education for practising managers and professionals. Provision is both credit-bearing and non-credit-bearing. Qualification frameworks are based on Work Based Learning (WBL) and allow for high levels of customisation in order to develop bespoke courses with qualification outcomes where required. | | |
| The role is in the Executive Education Development Team within LUMS which provides a bespoke solutions-based response to businesses' organisational and staff development needs and supports the development of executive education/post-experience courses, developing frameworks, pedagogic approaches and academic capability. Within this team are two posts reporting to the Director of Executive Education: | | |
| <ul style="list-style-type: none">• This post, i.e. the Director of Bespoke Executive Education Programmes who leads on the bespoke response and• The Director of Post-experience Programmes who leads on the development of course and qualification frameworks and pedagogic approaches with an emphasis on WBL and technology-enhanced learning. | | |
| <u>Major Duties:</u> | | |
| Bespoke programme development | | |
| <ul style="list-style-type: none">• To keep abreast of market developments in order to understand , analyse and respond to potential market needs and anticipate future potential demand | | |

- To act as a strategic educational consultant for external clients in order to design bespoke executive education programmes to meet their professional, organisational and business development needs. This includes the development of programme aims, objectives, outcomes, curricula, teaching/learning/assessment strategies and teaching resources.
- To access appropriate academic input in order to contribute to programme design and delivery
- To contribute to client proposals and tenders
- To establish the teaching team for delivery including the Programme Director (where this is different)
- To develop academic capability in course design, teaching, learning and assessment strategies and teaching methods and approaches
- To agree contracts with external partners
- To work collaboratively with colleagues from other University departments to respond to new business opportunities, including developing joint programmes that meet clients' needs.
- To liaise with the manager of the Post-experience Programmes Office to operationalise programmes for delivery.

Teaching development

- To develop existing and new accredited programmes if required to meet clients' needs and where necessary present courses for approval by departmental and faculty teaching committees.
- To continuously review and develop teaching, learning and assessment strategies and resources to ensure they meet clients' and students' needs on bespoke programmes.
- To lead and develop teaching staff to deliver bespoke programmes.

Teaching Quality

- To assure the quality of bespoke programmes to meet clients' and students' needs in line with the academic standards and quality requirements of the university and external agencies as appropriate.
- To contribute to departmental, faculty and university teaching committees and examination (assessment) boards
- To respond to student, tutor, External Examiner and employer feedback in enhancing the design and delivery of bespoke programmes.
- To review and evaluate teaching on bespoke programmes, contributing to the annual review process
- To contribute to the recruitment, deployment, development and supervision of teaching staff

Teaching

- To teach and facilitate learning with a focus on approaches for an executive education participant group. This includes face-to-face, blended and e-learning, Action Learning, mentoring, coaching and supervising projects
- To develop learning methods, approaches and learning resources, including e-resources
- To develop assessment methods, set, assess and mark students' work and assess claims for the Accreditation of Prior Learning (APL)
- To moderate assessments
- To assess student applications and make admissions decisions
- To respond to students' academic and welfare problems

Other Duties

- To contribute to the leadership of the Executive Education Development Team
- To develop case studies and papers for publication and dissemination
- To remain professionally and academically current by engaging in scholarly activity and continuing professional development.
- Any other duties, appropriate to grade which may include:
 - representing the team at relevant internal/external meetings
 - writing reports/papers to internal or external groups that are relevant and appropriate to areas of expertise
 - carrying out projects of importance that are relevant and appropriate to areas of expertise.

