

Director of Bespoke Executive Education Programmes

Job Briefing Pack May 2019
Closing Date: Friday 13th September
Ref: A2702



Lancaster University Management School

LUMS is one of the UK's leading Management Schools. We are proud of our strong collegial culture that places research at the heart of our success informing both our teaching and engagement activities, ensuring our work has impact. LUMS faculty work with students and external partners the boundaries of knowledge and practice, challenging conventional wisdom and contributing to future best practice. With six academic departments, ten research and engagement centres and the London based Work Foundation, we offer teaching and research excellence across the full range of business and management subjects.

We provide a challenging and inspirational education to over 5000 students. Many of our programmes are highly ranked in the UK and across the world by leading organisations such as the Financial Times, Forbes, QS, The Economist and more. We enjoy high student satisfaction and excellent graduate outcomes and we currently hold quadruple accreditation from the most influential business school accreditation bodies (AACSB, EQUIS, AMBA and the Small Business Charter).

We operate globally but are embedded in our locality. We have an established reputation for business engagement and for improving productivity and organisational performance with our partners. One of our key strategic objectives is to further develop and leverage our academic excellence to ensure that we are recognised for being both deeply intellectual and deeply engaged.

LUMS has a long tradition as a provider of executive education (education for practising managers and professionals), originally from within a dedicated centre within the faculty. In 2016, this model was changed to enable executive education to become a faculty-wide activity, drawing in academics across all disciplines.

This is an exciting time to join the faculty, as there is great scope to contribute to strategy and portfolio development and to grow the work, contributing to LUMS' reputation and income.

The Executive Education Development Team supports the development of executive education course and capability across LUMS. Broadly, the Executive Education 'offer' can be bespoke (closed) or open. The former is a response to an organisational need/ specification; the latter is a University course, which is developed in line with market needs and then subject to recruitment. One of LUMS' distinctive offers is the ability to provide bespoke executive education programmes, which are also credit-bearing, using flexible Negotiated Work Based Learning frameworks.

The Director of Bespoke Executive Education Programmes is pivotal to our ambitions to work in partnership with businesses and organisations to deliver development interventions to meet their staff development and business development needs. You will have core capabilities in strategic consulting and learning design and facilitating leadership and management development at senior levels. You will work collaboratively with academic colleagues to develop programmes and build academic capability. You will have excellent leadership, project management, team-working and interpersonal skills combined with self-motivation and drive.

We hope that this role is of interest and encourage you to contact us for an informal conversation about the post and the benefits of working with us at Lancaster University.

Jane O'Brien,
Associate Dean for Engagement (LUMS) at
j.obrien@lancaster.ac.uk

or

Debbie Simpson,
Director of Post-experience Programmes
(LUMS) at d.simpson@lancaster.ac.uk



Executive Summary

Lancaster University is one of the UK's top universities, we are consistently ranked well inside the top 10 across all major league tables, and are currently University of the Year in the Times and Sunday Times Good University Guide.

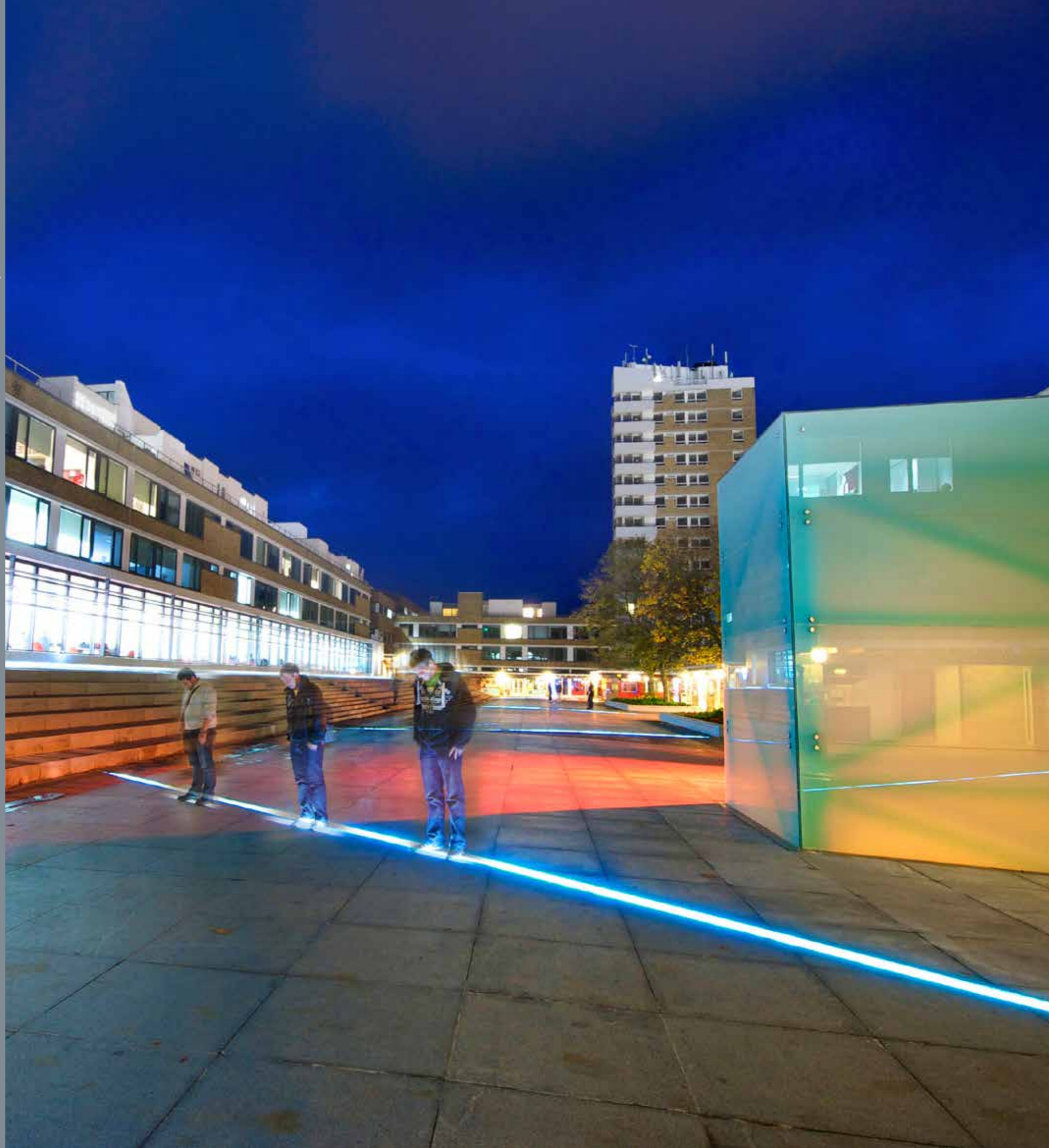
Competition for undergraduate places is the highest it has ever been, and Lancaster graduates are performing very well in an increasingly competitive job market.

At Lancaster University, we place great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student and staff population, on a friendly campus that is part of one of the safest cities in the UK. Since 2003 the University has invested over £450M to transform our campus for students and boost research and teaching facilities.

Lancaster University has an international outlook, but also a strong commitment to engage with the regional agenda and works closely with its partners across the North West.

Students and staff from over one hundred countries make up a thriving community based around nine colleges. Lancaster's community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil, including our current overseas teaching partnerships and campuses in China, Ghana and Malaysia.

Following the University's golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.



Our University

Lancaster University is an international leader in the provision of inspiring teaching and research; this reputation is reflected in our ranking in the UK top 10 in all three major UK rankings (Times/Sunday Times, Guardian, and the Complete University Guide).

The University has been awarded the 'University of the Year' award 2018 by the Times and The Sunday Times. The University is also ranked 1st in the North West, Best Campus University, and 150th in the Times Higher Education World University Ranking 2018. Lancaster University has been awarded the highest possible ranking in the UK government's Teaching Excellence Framework (TEF) rating, which aims to recognise and reward excellence in teaching and learning in UK institutions. The TEF Gold rating is based on high-quality teaching, excellent teaching facilities, and the career opportunities provided to graduates. The University's research has also been rated as world-leading in the 2014 Research Excellence Framework (REF), which assesses the quality and impact of research submitted by UK universities across all subjects. In the last research assessment exercise, 83% of our research was rated 'internationally excellent' or 'world-leading'. Our research is truly international in focus with research partnerships in over 60 countries around the world. Lancaster University is also proud to be a member of the N8 Group, a research partnership of the eight most research-intensive universities in the North of England.

A major strength of Lancaster University is its thriving ecosystem of interdisciplinary research. This collaborative approach is fostered by its mixture of formal and informal structures - including Institutes and University Research Centres - bringing together experts from different disciplines to address regional, national, and global challenges. The University comprises 13,500 students and around 3,400 staff. Lancaster is one of only a handful of universities with a collegiate system which has helped to forge a strong sense of identity and loyalty, and continues to be a distinctive feature of Lancaster University life. More than £450 million has been invested into the Campus since 2003, creating new academic facilities, student social facilities, and improved teaching space.

Our campus has transformed over recent years due to a number of significant redevelopment projects, including the refurbishment of the library and multi-million pound investments in other facilities across the University.



Our Strategy for 2020

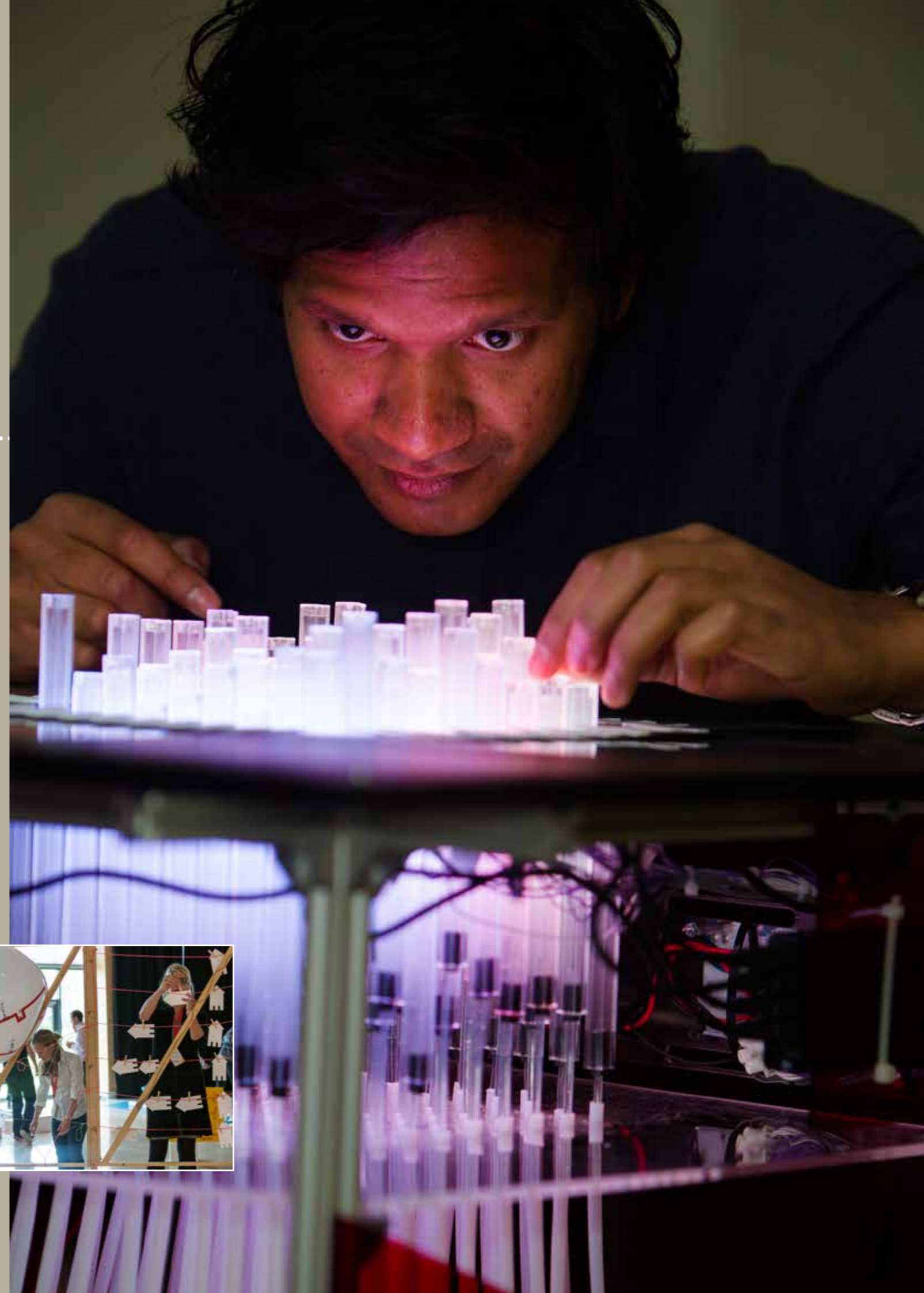
Our strategy is to become a university that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and of the future.

Driven by research and stimulating learning, the globally significant university informs and changes practice and thinking worldwide. Our strategy is founded on three priorities of equal importance. Success across all three of these domains will be critical if we are to fully realise our strategic goals. In the rapidly changing context of UK higher education, the University community has identified that we now need to increase our engagement with third parties, enhance our reputation and continue to grow in scale. We have reviewed and updated our objectives to reflect these factors, and new or revised objectives are highlighted against each of our three overarching priorities.

The priorities are:

- Research that changes practice and thinking
- Teaching that transforms society and the lives of people in it
- To actively engage with students, businesses and our communities

Further details on our Strategic Plan can be found at:
www.lancaster.ac.uk/about-us/strategic-plan/





For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster

Our People

Lancaster's success depends on talented, creative and committed people who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and an academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, and quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, celebrating equality and diversity, and recognising how all staff contribute to and enhance the overall success of the University. Our People Strategy 2020 clearly articulates that the core strength of the university is our people.



About Lancaster and the UK

For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster

The City of Lancaster has a long and diverse history, having gained its first charter in 1193. In the heart of the city centre lies a 12th Century castle – one of the best preserved in Great Britain – which dominates the hill above the River Lune.

Lancaster is small enough to explore on foot, but big enough to keep you entertained all day, and was recently ranked as one of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), thanks to its established arts scene and student population. It offers excellent shopping, cinemas, theatres, and restaurants, with many well preserved older buildings. The area is also well served with state, private and church schools.

Lancaster's live music venues are home to regular guitar, electronic, folk, classical and jazz gigs. Fans of independent film and theatre have the choice of the city centre Dukes Theatre and Cinema, Grand Theatre, and Vue multiplex cinema, and the University's own Nuffield Theatre and LU Cinema. Venues also regularly play host to major comedy and theatrical tours too. With a number of galleries and museums located in the city, there is plenty for lovers of the arts to get their teeth into. The latest listings can be found through the Lancaster Arts City app.

Lancaster itself is situated in a delightful part of North West England. The rural landscape is superb, with the Lakeland fells in full view across the expanse of Morecambe Bay. The River Lune runs along the edge of the Forest of Bowland, an area of outstanding natural beauty, past many villages, into Lancaster and to the sea. There are two National Parks, the Lake District and the Yorkshire Dales, which are within a 30-minute drive. Lancaster is just over two hours by fast train to London and it is less than one hour to Manchester airport, which offers direct flights to most European capitals, the Middle East, and North America and the Far East. Lancaster, and the local surrounding area, offers a unique combination of city, coast, and countryside. There is an excellent choice of accommodation in the 'travel to' area which stretches from the Lake District to Preston and east along the Lune valley, as well as Morecambe and Lancaster, offering a range of housing from city centre to rural environments. Housing is varied (from old townhouses to barn conversions and new builds) and is competitively priced, especially against similar properties in South East England. The University offers allowances for staff (Grade 6 and above) who have to move to join us.



The Role

Job Purpose

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.

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/postexperience courses, developing frameworks, pedagogic approaches and academic capability.

Key Responsibilities

Bespoke programme development

- 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.
- 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 Postexperience 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
- 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



Person Specification

Criteria	Essential/ Desirable	How it will be assessed
A relevant Master's degree	Essential	Application Form
A relevant teaching qualification	Desirable	Application Form
Membership of a relevant professional body	Desirable	Application Form / Interview
Successful track record in strategic consulting with external businesses/organisations in order to design development interventions to meet higher level professional and organisational development needs	Essential	Application Form / Interview
Successful track record in building and maintaining collaborative partnerships with external businesses/organisations for the design and delivery of learning and development programmes	Essential	Application Form / Interview
Successful track record in the design and delivery of postgraduate accredited higher education programmes	Desirable	Application Form / Interview
Successful track record of quality management in learning and development	Essential	Application Form / Interview
Successful track record of teaching/ facilitating work-based learning at postgraduate level, including supervising and assessing students' work	Essential	Application Form / Interview
Subject specific knowledge and track record of teaching in areas related to leadership, management, personal effectiveness and learning and development	Essential	Application Form / Interview
Excellent leadership and project management skills, including the ability to innovate and manage change.	Essential	Application Form / Interview
Entrepreneurial skills and also ability to balance enterprise with risk management	Essential	Interview
Ability to think strategically and demonstrate commercial acumen	Essential	Interview
Commitment to own continuing professional development, especially in work-based and blended learning with use of digital technologies	Essential	Application Form / Interview
Willingness to travel and work off campus where required successfully perform pastoral functions	Essential	Application Form / Interview
Evidence of the ability to work collaboratively as well as independently to achieve work objectives	Essential	Application Form / Interview
Evidence of self-motivation, commitment and drive	Essential	Application Form / Interview
Evidence of flexibility and adaptability to change	Essential	Application Form / Interview

- Application Form – assessed against the application form, curriculum vitae and letter of support. Evidence will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency based interview questions, tests, presentation etc.



Employee Benefits and Reward Package



Remuneration

The salary range for this role is **£51,630 - £58,089**

Pension

For this role the University offers the opportunity to join the Universities Superannuation Scheme (USS).

Relocation

For those relocating nationally or internationally a generous relocation package is available.

Flexible Benefits

All staff are eligible to participate in the University's sector-leading flexible benefits scheme. The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on some of the benefits chosen.

The current benefits include:

- Pre-School Centre
- Cycle to Work scheme
- Season Ticket Loan
- Low Emission Cars
- Charitable giving
- Shopping discounts
- Dental insurance
- Health cash plan
- Sports Centre membership
- Lancaster and external courses
- Professional Bodies' membership fees
- Car parking
- Subsidised annual bus pass
- Discounted staff dining card
- Local retail discount card
- Theatre membership
- Home technology
- Additional annual leave



Detailed information on benefits are available at www.lancaster.ac.uk/employment-benefits.

Process and Timeframe

Applications should be made online at <https://hr-jobs.lancs.ac.uk/Vacancy.aspx?ref=A2702>

Closing date for receipt of applications: **13th September 2019.**

Interviews will be held on **8th October 2019.**

Informal questions regarding the post should be directed to the Jane O'Brien, Associate Dean for Engagement (LUMS) at j.obrien@lancaster.ac.uk or Debbie Simpson, Director of Post-experience Programmes (LUMS) at d.simpson@lancaster.ac.uk.

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at the university.



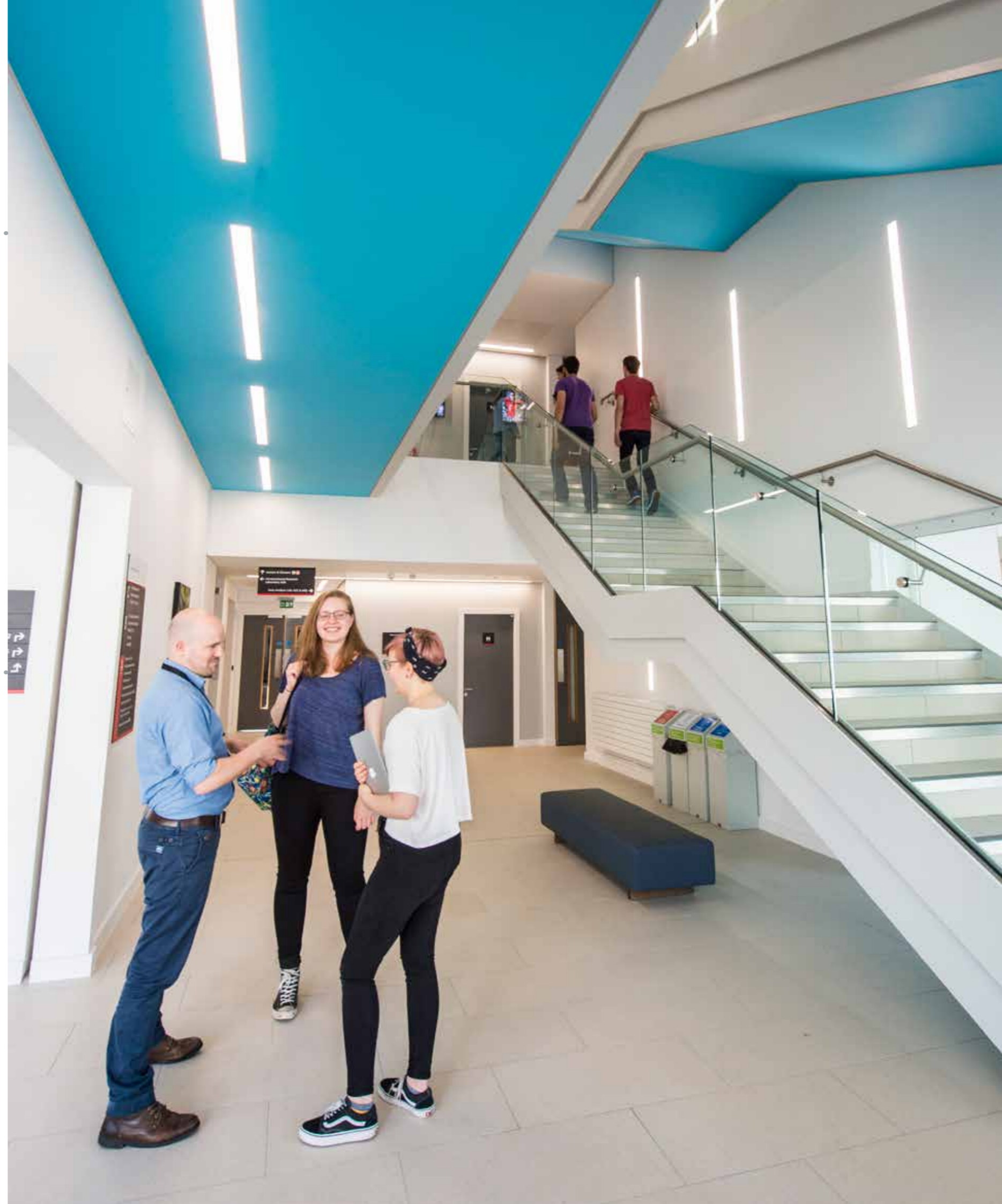
Recruitment Statement

We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University's expectations of all candidates taking part in our recruitment process.

Once you have reviewed the information below, and in fairness to everyone concerned, we would ask that you give serious consideration to proceeding further with this process if you think you may not accept the position should it be offered to you.

The role will be located in Lancaster and there is a requirement that successful candidates will live within commuting distance of the Lancaster University Bailrigg campus. If this might involve a re-location for you, it is of course important that candidates consider how the move might affect anyone who may accompany you (for example, early consideration may need to be given to local schooling, housing and other employment opportunities where other family members are involved, as early as possible). We will support you as much as possible with this and are happy to discuss any concerns you may have. We would ask you to agree to undertaking a positive, open, and transparent dialogue with us throughout the recruitment process, raising questions and any concerns as early as possible.

Lancaster engages in a variety of domestic and international benchmarking exercises to ensure we are extremely competitive in the levels of reward and recognition we provide, therefore we are confident that any offer made will be strong and competitive. If you are happy to continue in your application for the position in light of the above expectations, we would very much look forward to hearing from you.



Join Us

Lancaster University, Lancaster, LA1 4YW
T: +44 (0) 1524 65201

www.lancaster.ac.uk

“We make campus an inspiring place to be.”