

**JOB DESCRIPTION**

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| Job Title: | Associate Director of MBA (Executive MBA)/Senior Lecturer in Business Strategy |
| School: | Royal Docks School of Business and Law |
| Grade: | G |
| Campus: | Docklands/Stratford |
| Responsible to: | Head of Innovation and Management / Director of Institute of Hospitality and Tourism and Director of MBA |
| Liaison with: | Students, university staff, local employers, other professional and academic organisations, schools and colleges |

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

**#BeTheChange**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact on the communities we serve, inspiring our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 5.0 careers-1st education. We have a clear roadmap to provide a springboard for the jobs and opportunities of the future; drive diversity in the 5.0 talent pipeline - working in partnership to promote talent wherever it is found; and create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and thrive in an inclusive and diverse University community who are never moving forward.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and is one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who are passionate about making a positive difference to people and the planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The University of East London student body is rich in its diversity; students are drawn from a wide range of backgrounds and age-groups, with a high proportion from low income groups. We are committed to providing a high quality, innovative, relevant and research-led teaching experience which attracts, engages and develops students, supporting their academic achievement and professional ambitions.

**JOB PURPOSE:**

A highly motivated academic with the relevant strong track record in postgraduate course development, management and teaching to manage and further strengthen the MBA provision and specifically lead on our Executive MBA provision. Excellence in, and passion and enthusiasm for developing and delivering courses at the postgraduate level in business, particularly at the MBA level, where the emphasis is on the application of rigorous knowledge and learning by doing to develop the potential of students as future business leaders.

**MAIN DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that Senior Lecturer in Business Strategy / Associate Director of MBA (Executive MBA) may be expected to undertake. This is not an exhaustive list of activities and employees may be asked to undertake other duties which are commensurate with the grade and circumstances.

**Job Purpose:**

* To lead on the development of the executive MBA provision.
* To participate in continuing MBA courses improvements and enhancements.
* To participate in promoting and marketing the MBA courses and student recruitment.
* To participate in accreditation and course review related activities for the MBA.

**Research:**

* To maintain scholarship, research and consultancy engagement compatible with and complementary to the MBA related roles and activities.

**Industry and Community Engagement:**

* To participate in the development of internal and external networks with businesses and other organisations, alumni, educational institutions and professional bodies to strengthen practitioner engagement in the planning and delivery of the MBA courses.
* To raise the regional, national and international profile and reputation of the MBA courses by enhancing its quality, raising the profile of students and promotional activities in conjunction with the Director of MBA.

**Teaching:**

* Act as module leader, taking responsibility for allocated modules and coordinating activities, resources and assessments.
* To teach and assess students in Business strategy and business-related modules at all levels (3-8).
* Design, develop, deliver and assess a programme of high-quality learning experiences across a range of modules and courses. Develop teaching strategies, materials and assessments which are inclusive, engaging and appropriate to the student population.
* Act as the academic advisor and academic supervisor to a group of allocated students, pro-actively engaging with all students ensuring feedback is provided in a timely and appropriate manner.
* Supervise and support students undertaking dissertations/research projects as appropriate and as required.
* To take on administrative roles and responsibilities as would be reasonably expected.

**Other:**

* To contribute to planning and decision making regarding the future directions of the MBA provision and the School, demonstrating excellent judgment in such activities.
* To contribute to the development of teams and individuals through formal processes including giving advice, guidance, coaching and feedback to staff, and acting as a personal mentor to peers and colleagues.
* Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
* Ensure and promote the personal health, safety and wellbeing of staff and students.
* Promote equality of opportunity and support diversity and inclusion as well as working to support the University’s environmental sustainability agenda and practices.
* Undertake such duties as may be assigned by the Dean or designated nominee.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* PhD in a relevant subject (A/C) or a masters degree in a relevant subject and extensive industry experience (A/C)

**Desirable criteria;**

* PG Cert and/or another relevant teaching/training qualification and/or Advance HE Fellowship (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Significant postgraduate (including MBA) course and curriculum development and management. (A/I/P)
* A sustained track record of teaching at the MBA and postgraduate levels. (A/I/P)
* Research, scholarship and consultancy compatible with MBA courses development, management and delivery. (A/I/P)
* Experience of student supervision. (A/I/P)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Excellent communication / presentation skills across a variety of media and a range of audiences. (A/I/P)
* Resilient, flexible, self-motivated, goal and outcome orientated with a genuine drive to constantly improve curriculum content and delivery to optimise the learner experience in core subject areas whilst demonstrating strong time and work management skills (A/I)
* A confident networker and relationship builder able to engage local and national employers and other educational institutions to provide progression opportunities and enhance the student experience (A/I)

**Desirable criteria;**

* Establish relationships with relevant employers (A/I)

**PERSONAL ATTRIBUTES AND QUALITIES:**

**Essential criteria;**

* A strong commitment to widening participation through high quality, reflective, collaborative professional practice in higher education and a deep understanding, based on solid experience, of how to bring out the best in students from diverse backgrounds, including those who may have under-performed in the past (A/I/P)

**OTHER ESSENTIAL CRITERIA**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by Key:**

A = Application form C = Certification I = Interview P = Presentation task