

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Head of Executive Education/Senior Lecturer in Leadership and Management |
| **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  |
| **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 to the communities we serve, inspiring both 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 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to 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 who will thrive in an inclusive and diverse University community who are never not moving forwards.

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 being 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 have a passion to make a positive difference to people and 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 course development, management and teaching to manage and strengthen the executive education provision. Excellence in, and passion and enthusiasm for developing and delivering courses 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 a Senior Lecturer in Leadership and Management/Head of Executive Education 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 academic course(s) in relevant areas as directed by the Head of Department.
* To lead as appropriate the review, development and quality enhancement of current or new programmes as required.
* To lead on developments linked to our executive education provision.
* To participate in promoting and marketing of courses and student recruitment.

**Teaching:**

* Act as module leader, taking responsibility for allocated modules and coordinating activities, resources and assessments.
* To teach and assess students in leadership, management, strategic HRM and other 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.
* Equip students with the skills, knowledge and attributes required by employers while maintaining a balance between practical relevance and academic rigour.
* Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning our diverse student body.
* To take on administrative roles and responsibilities as would be reasonably expected.

**Research:**

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

**Other:**

* To lead on the planning and decision making regarding the future directions of the executive education provision, 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 or a Master’s degree in a relevant subject and extensive industry experience (A/C)

**Desirable criteria;**

* PG Cert and/or another relevant teaching/training qualification and/or AdvancedHE 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

T = Task/Test