**ROLE PROFILE**

**Job Title:**  
Associate Professor (Teaching Focussed) and Director of Senior Leader Degree Apprenticeship (SLDA) – Executive MBA Programme

**Department:**  
Nottingham University Business School

**Job Family & Level:**  
Research and Teaching Level 6 (Teaching Focussed)

**Contract Status:**  
Associate Professor Role (Permanent)  
Director of Senior Leader Degree Apprenticeship (SLDA) – Executive MBA Programme (3 years, subject to renewal)

**Hours of Work:**  
Full-time (36.25 hours per week)

**Location:**  
Nottingham University Business School, Jubilee Campus

**Reporting to:**  
Division Head (in relation to academic role)  
Associate Dean for Education and Student Experience (in relation to SLDA – Executive MBA Programme role)

**Purpose of the New Role:**  
This role combines the role of Associate Professor (permanent contract) with the academic administrative role of Director of Senior Leader Degree Executive MBA (Apprenticeship) Programme (3 years, subject to renewal).

**Associate Professor (Permanent)**  
The post holder will also be expected to contribute to high quality teaching on the range of programmes offered by the School at both undergraduate and postgraduate level in one of the School's eight academic divisions – see [https://www.nottingham.ac.uk/business/about/research/divisions/index.html](https://www.nottingham.ac.uk/business/about/research/divisions/index.html) for more information. The post holder will also be required to make an appropriate contribution to administration.

**Director of Senior Leader Degree Executive MBA (Apprenticeship) Programme (3 years, subject to renewal)**  
To be the Business School’s academic lead in the delivery, implementation and continual improvement of a Senior Leader Degree Apprenticeship (SLDA) – Executive MBA programme. To ensure that all associated academic processes are completed in accordance with university regulations, delivery of apprenticeship standards, industry/client needs and QA best practices. This requirement relates to all module and programme activities as well as information provision to senior managers. Be responsible for ensuring that the university’s academic and quality assurance policies and procedures are adhered to and to ensure that the programme continues to deliver a work-based learning programme that meets the apprenticeship standard.

---

**Main Responsibilities**

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
</tr>
</thead>
</table>
| **1. Director of Senior Leader Degree Executive MBA (Apprenticeship) Programme (3 years, subject to renewal)**  
*Apprentice Recruitment and Admissions*  
- In liaison with the Business School, External Relations and the University Apprenticeship Team, advise on admissions targets and monitor admissions progress  
- Act as the point of contact for pre-course academic queries. Deliver marketing and programme content information sessions to employers and applicants where | 20% |
appropriate. Lead high level negotiations with employers in terms of programme content and delivery model
- Liaise with relevant individuals in the School and External Relations regarding marketing activities
- Manage applications processes and Initial Needs Assessments; agree academic equivalence where appropriate; accredit prior certificated and experiential learning where appropriate

**Leadership of the SLDA – Executive MBA Programme**

- To lead the programme with passion, conviction and commitment and to support the teaching staff working on the programme, establishing a coherent approach to the academic delivery of the work-based learning programme, including where appropriate the End Point Assessment, along with academic/pastoral support for apprentices
- To oversee negotiation with employers and apprentices on the design and provision of appropriate work experience to develop apprentices’ Senior Leader skills and behaviours that align with End Point Assessment
- To oversee preparation of apprentices for End Point Assessment, including: portfolio of work-based evidence; work-based project showcase (report presentation and questions) and professional discussion
- To contribute to the management of staff performance against key quality and performance measures, which may include undertaking teaching observations, standardisation of assessment and identify and implement interventions that enhance staff development
- Be accountable for annual monitoring of the programme and implementation of action plans as well as monitoring and meeting agreed KPIs including apprentice progression and achievement. Meeting all internal and external Quality Assurance processes and procedures
- Liaise with the Associate Dean for Education and Student Experience and the Head of STLC Committee regarding compliance with UoN regulations
- Liaise with External Examiners as appropriate; ensure that External Examiners’ comments relevant to the courses are dealt with appropriately
- Liaise with End Point Assessors as appropriate to ensure delivery of End Point Assessment Plan
- Provide clear communication with relevant academic staff, the course teams and administrative staff and deal with programme-specific queries from apprentices and their employers
- Encourage involvement with the programme from the relevant Centres, Institutes or Divisions
- Deliver programme induction sessions
- Contribute to School accreditation exercises
- Maintain the collaborative relationships with existing University partners and the relevant faculty and individual link tutors and, where appropriate establish and develop new partnerships
- Communication of Business School policy and best practice to teaching and support teams
- Monitor and review apprentices’ achievement/progression on programme, to facilitate additional support mechanisms as appropriate, including apprentice representation and participation
- Liaise with colleagues in other faculties to share best practice, develop innovative curricula and support the growth of degree apprenticeships across the institution

**Course Development/Innovation**

- Lead the team of teaching staff to ensure that the programme is academically leading edge, reflective of the latest developments in the subject area and responsive to the complex needs of apprentices and employers. To oversee the monitoring of academic content on the programme (including balance of assessments) and initiate changes where appropriate to meet the knowledge, skills, and behaviour objectives as set out in the Senior Leader Master’s Degree Apprenticeship standard
- Contribute to development of innovative teaching and work-based learning approaches that enhance overall apprentice attainment and experience within the degree apprenticeships team and across the Higher Education Division of QA
- Oversee programme innovation to ensure relevance to the requirements of QAA, accreditation bodies, apprentices and employers
- Evolve the programme in line with any changes to the Senior Leader Degree Apprenticeship standard

2. **Teaching**
   - To contribute to course and curriculum design and development, including professional accreditation and course management
   - To support and comply with the University and School teaching quality assurance standards and procedures, including the provision of such information as may be required
   - Deliver consistently excellent teaching and support for work-based learning, influencing others via own practice; develop and apply high quality and appropriate teaching and work-based learning techniques and materials
   - Design, develop and deliver a range of programmes of study, sometimes for entirely new courses at various levels; develop business cases based upon market intelligence and commercial knowledge
   - Be responsible for dealing with referred issues for students/apprentices within own educational programmes; be responsible for the pastoral care of students/apprentices and support colleagues in developing their listening, interpersonal and pastoral care skills
   - Generate income for the institution via contribution to the delivery of high quality programmes attracting high tariff students
   - Provide academic and organisational leadership to those working within programme area
   - Lead on the design and quality control of modules and/or programmes of study in specialist area ensuring the curriculum is up to date and international in its scope
   - Proactively identify the need for developing the aims, delivery or assessment of existing modules and make proposals on how this should be achieved
   - Provide curriculum leadership; design and undertake assessments, marking and feedback
   - Design and undertake assessments, marking and feedback that is robust and valid. Evaluate and respond to feedback to ensure student engagement with assessment
   - Take responsibility for the quality assurance of programmes of study, in compliance with the quality standards and regulations
   - Monitor student progress and retention; resolve problems affecting the quality of course delivery and student progress within own areas of responsibility
   - Develop the practice of consistently excellent teaching across the academic unit by leading on the dissemination of evidence-informed developments in curriculum delivery, early adoption and promotion of enabling technologies and pedagogies
   - Take an evidence-driven approach to curriculum development and implementation of new pedagogies; undertaking research into, and evaluation of, teaching practice and student learning behaviours and academic attainment
   - Reflect on practice and the development of own teaching and learning skills, through developmental activities, student evaluation and peer observation
   - Make a significant contribution to the development of teaching and learning strategies for own Department, School or Faculty; and contribute to the development of teaching and learning policy locally (and to policy debate nationally)
   - Lead and develop internal networks
   - Acquire and apply expertise in the use of enabling technologies to support student experience and student learning and to support collaborative and efficient working; mentor junior colleagues in the uptake of these technologies
   - Have detailed knowledge and experience of different methods of teaching (e.g. small group, flipped, blended, practice or problem-based)

3. **Administration**
   - To undertake administrative management functions and generally to assist with efficient and effective completion of the work of the School and the University. This may include participation in relevant committees and working groups
   - To facilitate and/or undertake tripartite meetings with employers and apprentices

<table>
<thead>
<tr>
<th>2. Teaching</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Administration</td>
<td>6%</td>
</tr>
</tbody>
</table>
4. **Scholarship**
- Teaching-focused members of the Division are expected to engage in subject, professional and pedagogical research as required for their role: supporting teaching and development activities, and disseminating knowledge to the wider academic community where relevant

<table>
<thead>
<tr>
<th>Knowledge, Skills, Qualifications &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td><strong>Qualifications/Education</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Skills/Training</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.
AND/OR Involvement in the development of policy and administrative matters within the Faculty and University AND/OR Proven skills of leadership in teaching and curriculum development underpinned by scholarship

Other
• Willingness and ability to interact with apprentices and support their development to End Point Assessment
• Integrity
• Ability to work to deadlines and prioritise tasks
• Ability to work well in a team

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.