



Job title	Professor of Practice and Director of Executive Education	Job family and level	R&T, Level 7 (T&L strand)
School/ Department	Nottingham University Business School	Location	Jubilee Campus and Castle Meadow Campus

Purpose of role

As Professor of Practice and Director of Executive Education you will have primary responsibility for leading the school's range of professional and academic Executive Education activities, with responsibility for the development and implementation of strategies that will secure its ongoing growth and sustainable success (including the successful support of relevant school/university accreditation activities).

Reporting to the Associate Dean (External Engagement) and within the overall strategic plan of the school, you will enhance, develop and progress the current profile of the school as a leading provider of Executive Education.

You will lead and manage bespoke executive education programmes in NUBS to meet the business needs of external clients across public, private and social sectors, with responsibilities for programme and learning design and quality assurance. You will 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. Qualification frameworks are based on Work Based Learning (WBL) and allow for high levels of customisation to develop bespoke courses with qualification outcomes where required.

The role leads and works with the Executive Education team within NUBS which provides role-specific and a bespoke solutions-based response to our clients' organisational and staff development needs and supports the development of executive education/post experience courses, developing frameworks, pedagogic approaches, and academic capability.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year (pro rata)
1	<p>Leadership and Strategic Contribution to School: To lead the design and implementation of a strategy of proactive internal school and external industry engagement in support of the Business school's strategic objectives in the field of Executive Education including:</p> <ul style="list-style-type: none"> To secure and deploy necessary human, financial and physical resources to deliver a growing, commercially sustainable executive education portfolio that meets financial key performance indicators. 	50%

	<ul style="list-style-type: none"> ▪ To manage, lead and guide less experienced academic colleagues within the school in the area of Executive Education as requested by the dean of the school. To participate in and contribute to professional practice activities consistent with continuous professional development. ▪ To appropriately support any School or University accreditation related activities. ▪ To take part in appropriate School committees and actively champion consideration of external engagement and executive education practitioner perspectives in the work of the school. <p>Bespoke Programme Development</p> <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. ▪ 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 ▪ Working with Legal as required 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. 	
2	<p>Engagement</p> <ul style="list-style-type: none"> ▪ To provide the primary interface for building effective working relations and practices across relevant internal stakeholders, including the UoNOnline, Digital Nottingham, all UoN Faculties, the International Campuses, and the wider University. ▪ To develop, implement and maintain a strategy to increase external awareness of the school's standing and achievements in the Executive Education arena. To support joined up, effective External Engagement activities (relationship management, business development, sales, etc.) across the School and University more widely. ▪ To provide the primary interface for building effective working relationships with other Executive Education functions in other Universities and external Training Providers. ▪ To represent the school in national and international business school networks in relation to executive education 	25%
3	<p>Teaching Development</p> <p>To provide leadership in the development of teaching across the school's executive education related offerings and to contribute to the academic development of early career and/or less experienced staff, with particular emphasis upon quality and improving the student experience:</p> <ul style="list-style-type: none"> ▪ To prepare and deliver high quality executive education as required. ▪ To contribute to course and curriculum development and design, including course management of current and future executive education courses. 	15%

	<ul style="list-style-type: none"> ▪ To develop learning methods, approaches and learning resources, including e-resources <p>Teaching Quality</p> <ul style="list-style-type: none"> ▪ To support and comply with university teaching quality assurance standards and procedures. ▪ To strive to bring excellence to the student experience through inspirational and informative practice related teaching and learning. ▪ 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/accreditation) boards ▪ To respond to student, tutor 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 ▪ 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 respond to students' academic and welfare problems ▪ 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 	
4	<p>Administration</p> <ul style="list-style-type: none"> ▪ To undertake senior administrative work/management functions and ensure the efficient and effective completion of the Executive Education functions of the School. This will include membership of relevant committees and working groups. ▪ To ensure compliance with health and safety requirements in all aspects of work. ▪ Any other duties appropriate to the post. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High-level analytical capability to facilitate conceptual thinking, ▪ Evidence of the ability to transfer experience into teaching through a record of previous teaching and/or engaging in a group setting and/or mentoring. ▪ Evidence of excellent interpersonal, influencing and communication skills. ▪ Ability to represent the School externally at the highest levels. ▪ A genuine passion for imparting professional knowledge and experience to leading business school academics and executive education students 	<ul style="list-style-type: none"> ▪ The ability to apply and interpret and, if appropriate, produce research of high quality
Knowledge and experience	<ul style="list-style-type: none"> ▪ A distinguished record of professional achievement in executive education or a related topic, to include extensive experience and a successful track record at executive level in a commercial or public sector organisation. ▪ Widely recognised credible reputation in industry and academia. ▪ Experience of managing teams. ▪ In-depth understanding the relevant subject area ▪ Evidence of commercial skills and success, to include market and business development, sales and account management 	<ul style="list-style-type: none"> ▪ A significant record of continuing professional development including leadership in the professional development of others.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Good honours degree or equivalent professional qualification or experience ▪ In the absence of a good honours degree or professional qualification, a sustained record of success to a high level in the business, commercial, policy-making or public sector or similar. 	<ul style="list-style-type: none"> ▪ A Higher degree or advanced professional qualification in one or more academic topics covered by the Business School ▪ A relevant recognised teaching qualification or a willingness to undertake development activities to manage the transition into a teaching environment.



As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

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| Valuing people | Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders. |
| Taking ownership | Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders. |
| Forward thinking | Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement. |
| Professional pride | Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department. |
| Always inclusive | Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders. |

Key relationships with others

