

**Description and Person Specification**  
**Academic Staff**

**Job title:** Course Leader, Master of Business Administration - MBA

**Department:** Business Management & Commerce

**Pay Grade:** 7

**Line Manager:** Head of Business

**Role Purpose:**

To provide academic leadership and management of the MBA course and staff, ensuring a high quality of teaching, achieving and maintaining learning and assessment standards.

To maintain and develop the subject specialism through collaboration with industry partners, academic colleagues and strengthened industry links / relations.

To contribute to the achievement of institutional priorities in teaching and learning, access and participation, student recruitment.

**Duties and Responsibilities:**

- To direct the operation of the MBA course, providing leadership in maintaining quality and appropriateness of course content and delivery.
- To engage fully with the Institution's policies and procedures for the setting of academic standards and enhancement of the student experience.
- To act as line manager for MBA teaching staff.
- Working with the teaching team, to tutor, mentor and counsel students (and where appropriate to refer to student support services).
- To collaborate with the Head of Department in effectively deploying departmental resources, including for example sessional allocations.
- To co-ordinate the recruitment of students to the course, including open days, promotional activities, and to oversee induction on arrival.
- To contribute to the overall running of the Department and university in areas of research, operations and course planning.
- To contribute to the development of the course team through the appraisal system, providing advice on continuing professional development.
- To engage in Institution-wide committees or working parties when required.

- To undertake administration appropriate to the running of the course including; maintenance of course files and documentation, including as required provision of data on student assessment and withdrawals, and timely submission of grades to Registry etc.
- To work with the Head of Department on planning and development of the course and of the department more broadly, including new areas of delivery.
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.

### **Other**

- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules.
- Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.
- Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.

### **Key working relationships:**

- Head of Department
- Course Leaders for *(other courses within the Department or with closely related content)*
- Tutors and Sessional staff
- Dean of School
- Director of Learning and Teaching
- Registry & Student Services, Quality, HR and Marketing Staff
- Technical and Building Services teams

### **Resources Managed**

Budgets: With Head of Department, course sessional and non-staff budgets

Staff: MBA teaching staff; sessional lecturers

Other: Dedicated *(MBA teaching spaces (with Technical Services)*

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b> A first degree, or appropriate professional qualification.  A postgraduate qualification in an appropriate discipline/area. <sup>1</sup>  A PGCE or similar teaching qualification (or the willingness to achieve this)  HEA accreditation or the ability to achieve it.	X   X  X	  X   
<b>Professional qualifications/experience</b>  Experience of working in the Buisness / MBA environment / industry (or a closely related sector).  Knowledge and understanding of the working of the MBA industry either from a professional or educational perspective.  Experience of line management of staff in either an industry or academic context.  A track record of research and knowledge exchange in either an academic or industry context.	  X  X  	X     X
<b>Higher Education knowledge</b>  Experience of teaching on a MBA degree-level course  A track record of experience in academic processes and practices, including course and module design and development.  Experience of academic management, including for example assessment processes, course reporting, peer observation procedures, quality systems.  A perspective on the broader prospects and development of the education sector, including for example pedagogic developments.	X  X  X  	     X
<b>Stakeholder and Project Management</b>  Experience of developing and delivering partnership projects to enhance learning and the student experience.	X	

<sup>1</sup> Desirable/Essential dependant on discipline, professional requirements etc.

Experience of industry liaison and engagement, in particular for the development of student-facing projects or research initiatives.	X	
--	---	--

<b>Core Personal skills abilities and behaviours</b>	<b>Essential</b>	<b>Desirable</b>
<b>Management and leadership</b> Experience of effective team leadership in either an industry or academic context against defined outcomes.  Works collaboratively and harmoniously within teams and more widely with all significant others to get the job done, to the satisfaction of all those involved.  Experience of project leadership on outcome-focused initiatives  A demonstrable focus on student success and achievement	X   X   X   X	
<b>Equality, Diversity &amp; Inclusion</b> Experience of working in an environment where equality, diversity and inclusion are central to work and delivery.  Experience of dealing with diversity issues in a leadership or management context.  A demonstrable approach to the delivery of student wellbeing, achievement and pastoral care.	X   X   X	
<b>Communication</b> Experience of writing and speaking in formal contexts including for example academic writing/report writing, public speaking.  The ability to maintain effective relationships across all levels of an organisation and external stakeholders.  Proficiency in data management and analysis systems (e.g. PowerBI, Excel etc) and the capacity to adapt to evolving systems.	X   X	X
<b>Organisational Values</b> Demonstrates a commitment to delivering positive organisational values.	X	

## Our Values

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

