



Director, Executive Diplomas and Masters

Park End Street, Oxford

Salary: Competitive

Permanent, Full Time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

Oxford Saïd is a vibrant and innovative business school, deeply embedded in an 800-year-old world-class university. Our transformational executive degree and diploma programmes allow senior leaders to realise the benefits of studying at Oxford, while allowing them to meet the professional commitments of their organisations.

The School admits just under four hundred students a year to its specialist masters and diplomas programmes. The portfolio currently provides revenue in excess of £10m for the School and there are ambitious plans to grow the portfolio further. The Director plays a pivotal role in ensuring that the School's strategic growth plans are realised.

The Director, Executive Diplomas and Masters, reports directly to the Associate Dean, MBA and Executive Degrees. S/he provides strategic leadership for a team of 20 programme managers and recruitment and admissions managers taking responsibility for the admission of suitable students right through to their graduation. The role therefore encompasses oversight of the entire applicant and student experience.

The Director will act as a key ambassador for the School with partner departments such as the Nuffield Department of Primary Care, and will work closely in partnership with Academic Directors across the portfolio. S/he will represent the programmes to both internal and external stakeholders and play a key role, alongside faculty, in shaping the future of the programmes and articulating the vision of the School to current and future students, acting as the non-academic face of the portfolio. The post holder must combine commercial awareness with dedication to excellence for the student experience and a mature, collaborative approach to working across several business units at the School.

These include the central Student Services team, the Executive MBA team and the full time MBA team, as well as Alumni relations. Within the

wider University the Director will liaise directly with the Social Sciences educational policy team.

The Director will take the lead to oversee non-academic aspects of the programmes in the portfolio, working with the senior programme manager to meet class representatives of each cohort to ensure that good relationships develop, and that the student experience is excellent. S/he will care passionately about the services offered to candidates and students and will lead on all aspects of the programme planning and delivery, working across departments to ensure excellence.


As with all members of our community, the Director will demonstrate the School's core values through her/his leadership and encourage the same in others.

As a world-class business community, Oxford Saïd seeks to be transformational through research and teaching, and entrepreneurial and purposeful in approach. Collaboration and respect are central to delivering our mission and being excellent in all we do.

Responsibilities

Strategy

- Partner with Academic / Programme Directors, Associate Dean and other members of the School's leadership team to create an innovative, distinctive and successful portfolio.
- Act as an advocate for the programmes with internal and external stakeholders.
- Oversee recruitment strategy to create excellent cohorts which meet the standards of quality and diversity determined by the University and the School Board.
- Take responsibility for the annual recruitment strategy for the portfolio, directing activities



of a team of Associate Directors and managers for the portfolio.

- Work with faculty on programme development and design to ensure the delivery of high-quality programmes and continual improvement.

Recruitment and Admissions

- Lead the School's activities to recruit and admit approximately 400 students per year across eight cohorts, playing a key role in selection of scholarship students.
- Act as a key ambassador for the School at recruitment events, "experience days" and other promotional activities for the portfolio.
- Collaborate with the EMBA and MBA Director to ensure that synergies are realised, and integrated annual plans and budgets are developed.
- Maintain current knowledge of the global executive degrees market and competition, and implement improvements in order to maintain competitiveness.
- Act as a senior ambassador for the School with colleges and with Divisional colleagues

Academic Policy and Standards

- Work closely with other members of the School's leadership team, take a key role on issues of regulation and policy, including the introduction of programmes related to the portfolio.
- Play a full role in University programme reviews and accreditation exercises.
- Liaise effectively with relevant colleagues from the University's Social Sciences Division alongside the Associate Dean, Director of Graduate Studies and Director of Academic Services.

- Work with the Teaching and Learning Initiative to support faculty teaching and ensure that curricular and co-curricular content combine to create a coherent learning experience.

Management

- Lead the programme management (operations) team and the recruitment and admissions team, ensuring clear objectives and performance in order to reach targets for recruitment and for student experience.
- Develop the teams' skills needed for delivering the above.
- Responsibility for the annual recruitment budget, managed on his/her behalf by the Associate Director of Recruitment and Admission.
- Responsibility for ensuring that the portfolio meets its financial targets.
- Close collaboration with other colleagues to ensure excellent standards of programme delivery.
- Close working with student representatives and colleagues to inspire and encourage a culture of inclusion and dedication to learning.
- Work with faculty where appropriate to develop new digital content.

Relationships and Influence

- Excellent relationships with faculty and in particular with colleagues who teach within the portfolio.
- Effective communication across all the School's senior stakeholders on portfolio-related matters.
- Regular interaction with students and ensuring responses to student feedback.



- Ensure professional and pastoral support to students, working with the Director of Student Services and Head of Student Welfare, guiding them through their journey from applicant status to alumni.
- Engagement with corporate clients where, and other external organisations in order to promote the programme and to secure sponsorship and commercial partnerships.
- Ensure that the programme and School are represented at relevant professional associations where appropriate.
- Represent the School on joint committees with departments running joint programmes with the School.

Collaboration

- Work closely with senior management of the School and the Social Sciences Division as well as other academic departments, and outside organisations.
- Be a member of the Associate Dean's leadership team, sharing collective responsibility for cultural leadership of the School's administration, publicly demonstrating the standards of professionalism, integrity and accountability expected of a leading global Business School. Work with senior colleagues to review and improve the student experience, managing student expectations.
- Work closely with teams across the School, to ensure that the MBA/EMBA, the MSc in Major Programme Management, MSc in Global Healthcare Leadership and the postgraduate diplomas are understood and promoted to custom clients and open programme participants as well as to internal audiences.
- Work with the Associate Dean and other colleagues to develop and deliver budgets for the suite of postgraduate diplomas, MSc in

Major Programme Management and MSc in Global Healthcare Leadership which meet financial targets for the School.

- Work constructively with the Alumni Relations, Academic Services and Marketing teams.

Reputation and Values

- Articulate and translate the School's values in actions and behaviour.
- Represent the School in the media where appropriate.
- Act as a role model to team members and other staff involved in the student recruitment, admissions and delivery of the portfolio, operational and administrative staff.
- Communicate the importance of high standards at all times and champion a culture of excellence in service and delivery.
- Be an ambassador for the School with external communities, standing in for the Associate Dean where necessary.
- Take a share in the general administration of the School as a member of the Senior Leadership team.
- Carry out any such other reasonable duties as the Dean of the School and the Associate Dean require.



Selection criteria

Essential selection criteria

- First class leadership skills and experience of managing high performance teams. Ability to be a strong manager to lead and develop a team to work collaboratively across the organisation.
- Passionate belief in the value of business education and the ability to motivate others to achieve results.
- Substantial experience of target setting and leading teams, ideally in Higher Education and/or the corporate environment.
- Experience of managing in a multi-stakeholder environment and in matrix structures. Experience of working closely with postgraduate students.
- Excellent communication, presentation and negotiation skills with the ability to engage senior level audiences across cultures.
- A University degree.
- Ability to work closely and confidently with students, prospects and Alumni.

Desirable selection criteria

- Previous Business School experience in the degree programmes environment.
- Substantial experience of revenue generation working in Higher Education.
- Experience of working in an international community.
- Experience of working with corporate clients.
- A thorough understanding of the Executive Degree programmes market.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate

people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.



The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledges the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email HR.recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Pay increases

Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





Saïd
Business
School



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Park End Street

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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