

Associate Dean - Business & Entrepreneurship (OBU)

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Company: GBS Global Applied Knowledge

Location: United Kingdom

Category: other-general

Associate Dean - Business & Entrepreneurship (OBU)

ROLE PURPOSE:

To provide leadership and management for higher education programmes validated by a university partnership offered at GBS campuses in London, Birmingham, Leeds, and Manchester. To ensure that the partnership thrives and furthers the objectives and aims of the GBS Strategic Plan and learning and Teaching Strategy.

The post-holder can be based at any GBS UK campus and we operate a fully on-site working model. This role is not eligible for sponsorship.

Main Responsibilities

ROLE and RESPONSIBILITIES:

To provide leadership to all staff involved with the delivery of the programmes delivered by GBS working with Programme Leaders, Programme Managers, Module Leaders, teaching staff and professional services staff.

To promote and further enhance the highest quality learning experience for students on programmes awarded by the partnership University.

To manage on a day-to-day basis the operation of the programmes awarded by the partnership University delivered at the three GBS campuses in London, Birmingham and Manchester.

To ensure that students experience the highest quality teaching and learning experience,

pastoral support, and careers advice.

To ensure that academic standards are met through the assessment process and that the partnership University marking Criteria are consistently operated by all teaching staff involved in the assessment of students on programmes awarded by the partnership University.

To manage the programmes to meet targets set by GBS for student attendance, student retention, student progression and student achievement.

To be responsible for reports for GBS academic governance structures, partnership meetings between GBS and the partnership University and quality reports.

To ensure that the quality assurance and quality enhancement requirements of the partnership University are fully adhered to and implemented across all programmes operating at the three GBS campuses.

To liaise with key staff at the partnership University, including the Link Tutor and Partnership Manager, and act as the key point of contact between GBS and the partnership University.

To attend all partnership meetings with the partnership University and ensure that reports for meeting are produced in a timely manner and of the highest quality.

To ensure that staff and students make full use of learning resources provided by the partnership University and GBS.

To deal with student issues in a timely and professional manner using the appropriate policies and procedures of the partnership University or GBS.

To line manage academic and professional services staff involved with the delivery and support of the programmes awarded by the partnership University.

To contribute to the efficient and effective use of resources provided by GBS across its three campuses.

To undertake other such duties and responsibilities in the spirit of the role of Associate Dean.

To write high quality reports using quantitative and qualitative data for internal and external audiences, as required.

To work efficiently, accurately and with attention to detail

To travel to all GBS campuses delivering the partnership University programmes as required.

Requirements

Essential Skills and Experience

Good honours degree and master's degree

A professional approach with integrity at all times.

Excellent interpersonal and communication skills with an enthusiastic approach

Experience of programme management

Experience of upholding academic standards and enhancing the student learning experience

Experience of working in partnership with universities and other higher education related organisations

Knowledge and understanding of implementing internal quality assurance systems and external quality assurance, including the QAA and Office for Students.

Recognised teaching qualification, for example, with the HEA

Desirable

Experience of quality assurance reviews, for example the QAA

External examining at UK universities and other higher education providers

PhD and research publications

Senior leadership experience of leading through a period of significant change

Other Information

In return we offer a great working environment, career progression and some great benefits which include:

Highly competitive salary

Annual discretionary bonus

33 days holiday (including Bank Holidays), raising by one extra day leave per year of service, up to a maximum of five additional days

Matched contribution pension scheme

Access to a range of discounts to over 3000 retail outlet stores

Opportunity to earn money back on your personal reward page

Employee Assistant programme with access to 24-hour support

Generous employee referral programme

Tuition Reimbursement

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