



Programme Director

MSc in Data-driven Management

Location: London

Salary: up to £36,000 per annum pro rata

Contract Type: fixed term for 9 months

Hours: Part-time (0.3FTE)

Closes: 29th October 2018 or until filled

Reporting to: Director of Strategy

Job description

Thames Education Group (www.thameseducation.org.uk) has an exciting opportunity for an experienced academic to implement and lead a new MSc in Data-driven Management. The Programme Director will manage and oversee the development and delivery of this cutting-edge PG degree programme exploring the interface of business and data analysis. Along with helping to recruit and managing a teaching team and overseeing course content, the post will also involve the preparation, teaching and assessment on at least one module. Previous experience of delivering post graduate courses and teaching in Higher Education is essential. You will have a strong background and interest in digital transformation, data-based decision making and/or big data, have recognised industry contacts and the ability to lead. In addition, you will have clear understanding of the challenges facing Programme Directors to deliver effective, relevant and engaging degree programmes in a competitive market.

Thames Education Group is an international higher education provider that has been delivering high quality British degree programmes, in collaboration with various universities in the UK, across Europe in the past three decades. We define our newly opened London campus in the immediate vicinity of Liverpool Street Station as a lean, state-of-the-art and easy-to-access learning environment and a professional development platform with all the facilities and services that serve a single aim, to deliver a unique and tailor-made experience to our graduate students.

For an informal discussion to find out more about the role please contact: Mr Laszlo Szepesi (Director of Strategy) on lszepesi@thameseducation.org.uk

To apply for this vacancy please send your CV and motivation letter along with the names of two referees to jobs@thameseducation.org.uk.

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The selection process will include a panel interview chaired by the Director of Strategy. Interviews are scheduled to be held on 1st and 2nd November.

Key responsibilities:

Planning and management

- Provide successful leadership of a programme, leading to high student achievement and high levels of student satisfaction.
- Monitor operational delivery of courses and pro-actively identify areas for improvement through feedback from students, external examiners and the effective use of key course data.
- Contribute to activity in relation to accreditations with professional bodies and preparations for external quality inspections and reviews, including the annual and periodic review.
- Work with administrative colleagues and the Director of Strategy to ensure that an appropriate timetable is prepared and staffed.
- Work closely with the Director of Strategy to manage the work of academic staff who deliver the programme.
- Work closely with partnership colleagues to ensure seamless provision and adherence to partner policies and regulations, where appropriate.

Academic

- Deliver high standards of teaching and learning, and module leadership across a range of units/subjects utilising a variety of innovative and appropriate teaching techniques and materials which create interest, understanding and enthusiasm amongst students.
- Ensuring timely assessment and constructive feedback to students utilising a variety of appropriate assessment methods.
- Supervise student projects and dissertations.
- Provide learning support and studies advice to students, including maintaining e-learning resources.
- Undertake teaching and assessment related administration duties as required, including internal moderation and other quality assurance requirements, and attending examiners' meetings.
- Engage in scholarship as required to support teaching activities and continually update knowledge.

Communications and external relations

- Assist Thames Education Group staff in the promotion of the programme in order to attract a high quality student intake and build a strong reputation with employers.
- Contribute to the development of marketing and recruitment plans including representing courses at open/taster days, visiting FE colleges, visiting potential corporate partners, and composing copy for marketing collateral and admissions.
- Oversee the provision of academic and pastoral support for the courses and act as the main contact for general communication at course level with students.
- Any other duties that may reasonably be requested by the management team in order to meet specific academic and administrative requirements.

Person specification:

Essential Criteria:

- Qualified to Master's level in relevant subject area or equivalent and relevant professional/ industrial experience as appropriate
- Relevant teaching experience on UK postgraduate degree programmes (Level 6) with significant experience of module leadership and assessment design
- Knowledge and experience of HE quality assurance, assessment and course administrative processes
- Evidence of academic and professional expertise in the relevant subject area
- Demonstrable experience of effective academic leadership
- Experience of leading on successful course development activities, curriculum design and evaluation
- Experience of communicating effectively with a wide range of internal and external stakeholders
- Ability to inspire and motivate staff responsible for the delivery of programmes and foster effective communication and collaborative working

Desirable Criteria:

- PhD or Professional Doctorate in a relevant subject
- Experience as programme leader
- Experience of teaching at level 7
- Strong personal networks in academia and industry
- Record of pedagogical innovation