

JOB DESCRIPTION

Job Title	MiF Programme Director		
Reports to	Executive Director, Programmes & Student Experience		
Department	Degree Education and Career Centre		
Job Family	Learning – Programme Management	Level	5

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Degree Education department plays a vital role in the success of London Business School. We are responsible for designing, promoting and delivering the School's portfolio of twelve Master's degree programmes in London, Dubai and New York. Delivering world-class global programmes is at the heart of what we do, whilst ensuring that we maintain a commercial perspective.

As a department, we play a critical role in attracting exceptional candidates from all over the world. In addition, both when our students embark on their learning journey and when they become alumni, the Career Centre team, liaising closely with employers, works hand in hand to help them secure

internship and full-time positions, and continues helping them make educated career choices.

Ranked among the best in the world, our master's degree programmes shape individuals into global business leaders. Our programme portfolio consists of programmes spanning all career stages and includes;

- MBA
- A suite of Executive MBA programmes (London-based, Dubai-based, EMBA-Global with Columbia Business School)
- Masters in finance (full-time and part-time)
- Sloan Masters in Leadership and Strategy
- Masters in Management & Global Master's in Management
- Masters in Financial Analysis
- Masters in Analytics and Management

The department also plays an essential role in supporting the School's brand and reputation.

Job Purpose

The role involves leading the programme management team and working closely with a large number of faculty along with a broad range of additional stakeholders to ensure seamless delivery of a high quality programme experience to a diverse and demanding student body.

Reporting to the Executive Director, Programmes & Student Experience, you will be responsible for directing the post-experience Masters in Finance full-time and part time programmes through curriculum development and programme experience delivery whilst developing and maintaining links with the external finance community and alumni.

The MiF is currently ranked number one in the Financial Times and we are passionate about continuing to run one of the top finance masters programmes in the world. As such, the MiF Programme Director plays an essential role in supporting and enhancing the School's reputation.

This position also plays a key role in representing Degree Education within and outside the School.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Develop the long-term strategy for the MiF programme, collaborating with key stakeholders, while managing continuous

improvement of the programme experience.

- Develop and lead the implementation of plans for the MiF programme to support the achievement of wider departmental and organisational goals
- Manage the annual review of all programme aspects and action plans to achieve continuous improvement
- Lead the development of Key Performance Indicators to enable the assessment of quality and impact of learning interventions.

Programme Delivery and Improvement

- Keep up to date with thought leadership and innovation within the field ensuring the incorporation of leading thinking and technologies into programme elements and learning design.
- Active engagement in curriculum development and chairing of the MiF Board.
- Lead on-going programme review implementation in conjunction with internal and external stakeholders.
- Oversee design, delivery and budget management of the Global Immersion Experience, in collaboration with faculty.
- Oversee learning needs analysis activity and development of programme learning objectives, ensuring that findings inform programme design and are communicated effectively to relevant stakeholders.
- Identify and oversee the delivery of new content or programme elements, working with faculty to ensure the integration of the most effective learning technologies, activities, and teaching methods to maximise student learning in alignment with strategic aims, impact objectives and student needs.
- Champion best practice learning, ensuring that this is applied consistently, explicitly, and powerfully across all programme elements to continuously improve learning impact.
- Lead on broader planning and oversight of operational programme management ensuring investment in high- impact and high value interventions.
- Accountable for compliance with all relevant Policy, Regulations and Quality Assurance standards.

Impact Assessment, Reporting and Rankings

- Compliance with all quality assurance and accreditation requirements on behalf of the School in relation to the MiF programme
- Analyse existing and commission new reports and wider data sets to establish themes and trends and use this insight to inform decision making regarding current and future learning interventions and programmes.
- Lead evaluation activity to assess the success of learning interventions against KPIs and overall departmental objectives to

ensure the continuous improvement of programme design, delivery, and materials.

- Ensure that the quality and competitiveness of learning interventions are benchmarked against the world's leading business schools.
- Implement an MiF Rankings Strategy with the Executive Director, Dean's Office, Career Centre and Advancement.

Business and Brand Development

- Partner closely with the Marketing, Recruitment and Admissions and Career Centre teams to position London Business School's MiF programme as the obvious choice for the best students, that the best employers want to hire from.
- Work closely with Recruitment and Admissions and the Career Centre to ensure effective on-boarding and that expectations are set and managed.
- Work with the Press Office to maximise press coverage for the MiF. Active participation in MiF-related press queries.
- Support business development activities, ensuring that learning opportunities are accurately and compellingly communicated to the market, to help to meet sales, quality and engagement targets.
- Champion learning solutions from your own area in order to contribute to the reputation of London Business School and the recruitment of students, participants and clients.

Collaboration and Relationship Management

- Collaborate with faculty, colleagues (Advancement, Career Centre, Recruitment and Admissions, Marketing) and other relevant stakeholders to identify cross- department opportunities and ensure that learning experiences across the School are inspirational, innovative and underpinned by leading, evidence-based research and involve the right contributors at the right times.
- Form strong relationships with and effective support of faculty members, including those that teach on the MiF programme
- Take the lead on and represent the department in cross-departmental initiatives, both internal and external, to enable London Business School to better meet its strategic goals.
- Accountable for relationship management, commercial arrangements and quality assurance of external suppliers/contractors.

Financial Management

- Contribute to the development of budgets for the department.
- Lead on the programme budget to ensure it is well planned and

managed, provides value for money and cost control.

People Management

- Active performance management, learning and development and career support for all team members
- Define and communicate the team's priorities and workload, in line with the wider Departmental priorities and team job roles.
- Manage engagement to ensure that the team achieves individual priorities and collaborates with colleagues to achieve wider goals.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues; develop and communicate plans to ensure change is successfully implemented within own team department.

KPIs:

- Quality of recommendations and input into wider strategic and operational planning, contributing to the development and delivery of market leading solutions and learning initiatives
- Excellent student, colleague and stakeholder feedback.
- Team feedback on clarity of purpose and focus, behavioral and performance expectations, guidance and development.
- Trusted adviser relationships developed with clients and stakeholders. Robust learning experience evaluation processes in place.
- Contribution to continuous improvement in School rankings.
- Smooth operation of reporting cycle in own area producing highly accurate data which informs decision making.
- Contribution to revenue and/or engagement targets. High-quality work delivered by contractors.
- Projects/programmes delivered on time, on budget and to quality standards.
- Contribution to cross-School initiatives.
- Accurate budgets developed, no overspend and value for money demonstrated
- Well-defined, clearly communicated and executed strategies and/or plans for area of work.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- Excellent communication and influencing skills, with the ability to negotiate and collaborate.
- Experience of managing multiple key internal and external stakeholders at all levels.
- Deep knowledge of learning design and delivery principles, theory and practice. Substantial general management experience in senior capacity either in a corporate setting or management education
- Demonstrable leadership and team management experience
- Project or change management experience in leading and implementing complex business change solutions. Ability to scan the horizon, identify industry best practice and translate this into future planning for own area of specialism.
- Financial management skills and commercial acumen.
- An understanding of and network from the Business School and/or Higher Education industry is desirable.
- Awareness of competitor Business Schools and their finance Programmes is also desirable

Staff	Working in a team of 5, one direct report
Budgets	500k
Date Updated	April 2022