



UK

Head of Master Programmes (M1, M2/MSc)

- Permanent, full-time
- Campus: Oxford City Centre
- Term time: office based 4 days per week
- Otherwise: hybrid
- Competitive salary: depending on experience and qualifications
- Very generous employee benefits and annual leave allowance
- Start: August/September 2024

Purpose of the position

To ensure the effective management, high quality delivery and future development M1, M2/MSc Programmes at EM Normandie Oxford in collaboration with the relevant Faculty and Programme divisions in France and under the supervision of the Principal, EM Normandie Oxford; to teach specific modules of the programme and carry out academic research

Main Duties

- teaches no fewer than 90 hours during each academic year
- carries out academic research
- oversees and ensures the delivery of high quality academic and experiential programme and students' activities
- appoints the programme's Steering Committee(s) and facilitates its work
- builds and improves the design of programme in collaboration with the relevant departments in France
- initiates changes and improvements to existing programmes and explores new programmes; liaises with the Principal and relevant departments in France regarding validation and subsequent implementation
- drafts and up-dates syllabi
- establishes course sequencing to allow optimal learning outcomes
- organises exams and re-sits in coordination with other stakeholders
- establishes relationships with students and monitors their progress and attendance
- supports and advises students on programme related matters and deals with disciplinary issues
- analyses student feedback and teaching evaluations to ensure continuous improvement
- promotes MA programmes to potential new students within the EM Normandie Group and its partner universities and schools to increase student numbers
- recruits and oversees the performance of adjunct lecturers
- organises inductions for starting adjunct lecturers at the beginning of the semester
- oversees the recruitment and payment processes for adjunct lecturers
- ensures adjunct lecturers comply with training requirements (e.g., Safeguarding, H&S)
- ensures all policies in force within the organization are being adhered to and lecturers are fully aware of these
- supports lecturers on course delivery
- ensures the implementation of UK HE standards
- ensures compliance with accreditation requirements and protocols
- facilitates national and international accreditation applications
- prepares budgets and monitors approved budgets during the relevant financial year



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- participates in local and group-wide meetings (e.g., Academic Board, Delegates' meetings, Exam Boards, Disciplinary Committee, etc.)
- directs and oversees the work of the MA Programme Assistant
- performs any other related duties

Skills and competences

- PhD in Finance or FinTech or extensive professional experience which supports IP status
- teaching and programme management experience in higher education
- proficiency in the use of Course Management applications
- strong leadership, organisational and management skills
- mental agility, emotional intelligence, flexibility, entrepreneurial mindset
- ability to communicate complex concepts to audiences of various knowledge and English levels
- a passion for working with multiple diverse stakeholders
- strategic thinking and problem-solving skills
- accuracy and attention to detail
- the ability to engage with and support students
- excellent communication and interpersonal skills
- a working knowledge of French would be desirable but is not essential

Applications to mschmidkonz@em-normandie.co.uk