



SAID BUSINESS SCHOOL UNIVERSITY OF OXFORD

Associate Dean – MBA and Executive Degrees (Interim)

Park End Street, Oxford
Grade B23

Fixed-term (nine to twelve months), full time
Saïd Business School, University of Oxford



Overview of the role

The Associate Dean, MBA and Executive Degrees, will oversee the School's MBA and Executive Degree programmes, taking responsibility for the size, nature and overall success of Oxford Saïd's professional full-time and part-time taught graduate programmes and executive diplomas, in keeping with the mission of the School. He/she will ensure that the School's flagship degree and diploma programmes meet the needs of aspiring and senior global leaders, lead the strategy to recruit high quality applicants and, in so doing, enhance the long-term reputation of the School.

This is a senior leadership position, reporting to the Dean, requiring high-level strategic capabilities, a sophisticated level of awareness of the global business education landscape, an experienced understanding of course design and delivery, and empathetic relationship management and ambassadorial skills.

The Associate Dean will be responsible for working closely with the Academic Chair/s of the MBA and EMBA degree programmes and other faculty colleagues to ensure that all programmes within his/her remit are developed appropriately, and that the academic content, curriculum development and delivery are of high quality and relevance.

He/she will also take a leadership role for these programmes in relation to the development of the School's position in the global rankings, to ensure that Oxford Saïd continues to be placed at the highest possible levels in the international league tables of business schools.

They will lead a senior team of programme directors who direct the operational and recruitment admissions for these programmes.

Recruitment

The Associate Dean will:

- Lead on the development of the strategy for the size and composition of the programmes for which he/she is responsible, in order to meet the needs of the School's strategic plan.

- Be accountable for the recruitment of annually agreed target numbers for each programme.
- Provide strategic leadership for the relevant degree programmes business development and recruitment teams, working closely with senior direct reports (MBA Director, Executive Degrees Director, Executive MBA Director) in pursuit of specified annual goals, including the maintenance of a high-quality pipeline of applicants.

To this end, the Associate Dean must care passionately about the mission of the School and the quality and diversity of the student body, and must communicate this passion to motivate his/her team.

The Associate Dean and his/her team must work closely and collaboratively with colleagues in Student and Programme Services (e.g. Admissions, Programme support and Career Development); Alumni Relations; and with the Managing Director for Executive Education, to ensure that the School's recruitment-focused events enhance and complement other outreach and corporate relations activities. Furthermore, s/he will ensure that all colleagues involved in degree programmes recruitment work well to exchange information with executive education and other colleagues and build School-wide relationships wherever possible.

Quality and delivery

The Associate Dean will take overall responsibility for the design and quality of programmes within his/her remit, working with senior colleagues, faculty and direct reports (such as individual Programme Directors) to ensure student and faculty satisfaction and high standards of programme quality and innovation both in Oxford-based courses and, where appropriate, internationally. He/she will work with Academic Chairs and faculty on academic integration and curriculum development and will work closely and collaboratively with the Director of Student and Programme Services and his/her team, who are accountable for programme support and operational logistics, to ensure that the quality of



the student experience meets the School's high expectations.

Other initiatives

The AD will work collaboratively with colleagues responsible for global strategy and partnerships and for scholarships, external and alumni relations to ensure that the School performs well in these crucial areas.

The Associate Dean will work closely with the Dean and other senior colleagues (as appropriate) on special projects which require relationship building with new partners, such as the commercialisation of case studies and GOTO content. He/she will also take a lead role in ensuring that the School works to ensure gender diversity in its student body, via special events or initiatives, and will be a champion for initiatives which support the personal and career development of women students.

Key internal relationships

- Dean
- Deputy Deans
- Associate Deans (Global Networks+Innovation and External Affairs and Alumni Relations)
- COO
- MD for Executive Education
- Academic Area Heads
- Chair, MBA and EMBA degrees
- Programme Directors
- Director of Student and Programme Services
- Director of Development and Alumni Relations

In addition, the post-holder will work closely with stakeholders including relevant Divisional and University offices, Colleges, alumni, employers, visiting faculty and external speakers.

Responsibilities/duties

Strategy

- Executive accountability for the School's strategy for, and planning and direction of its professional full-time and part-time graduate programmes (MBA, MBA 1+1, Executive MBA, MSc in Major Programme Management, MSc in Global Health Care Leadership and Executive Diplomas), to ensure their alignment with the School's mission and objectives.
- Responsibility for development and implementation of a global student recruitment strategy for the programmes within the Associate Dean's remit that allows the School to meet its target numbers as well as the standards of quality and diversity determined by the University and the School's five-year plan.
- Collaboration with the Academic Director of Graduate Studies /Academic lead for degrees and relevant faculty to design the curriculum for and to ensure delivery of innovative, high quality programmes.
- Development and implementation of curricular reviews of the MBA, MBA 1+1, Executive MBA, MSc in Major Programme Management, MSc in Global Healthcare Leadership and Executive Diplomas, as needed, working closely with the Faculty, the Dean, the Associate Deans, Academic Chairs, the Division and other senior stakeholders both in the School and in relevant departments as necessary.
- Accountability for the School's global rankings for the programmes within the Associate Dean's remit in accordance with the School's processes, and development of appropriate strategies to ensure that the most meaningful data is provided to rankings organisations to best enhance the School's chance of success. Benchmarking to ensure that the School remains alert to its key competitors as well as movements in the market.



- Working closely with the School's Development and Alumni Relations team, contributing positively to strategies to further engage the School's alumni and donors.

Academic policy and standards

- Working closely with the Deputy Dean (the School's lead on matters of academic quality) on issues of academic standards, assessment and policy as they relate to the MBA, EMBA, MMPM, MSc Global Healthcare Leadership and Diploma programmes.
- Collaborating closely with the Director of Student and Programme Services (SPS) on the development of measures, policies and procedures to enhance the student experience and to ensure that he/she has all information necessary to promote the highest quality support to meet students' service needs and expectations.

Recruitment

- Responsibility for the business development strategy and its implementation associated with recruitment and admission of students in relation to the programmes within his/her remit, in order to enable the School to meet student number targets and the standards of quality and diversity which it determines appropriate to meet its strategic goals.
- Ensuring the development of appropriate recruitment and admissions mechanisms (e.g. digital innovations and the holding of national and overseas events); providing leadership and management to business development/recruitment team members; and representing the School when working internationally, coordinating activities where possible with the other relevant senior staff of the School.
- Representation of the School and its programmes at critical recruitment, alumni and careers events internationally.
- Building relationships with key corporations and organisations that may send and/or

employ students from the School's programmes.

- Taking a senior professional membership role in all the relevant Admissions Committees.
- Taking an active role in the shaping of Scholarships and the Scholar experience for full-time students.

Management

- Oversight of and accountability for the performance of the MBA and EMBA/executive programmes business development/recruitment and admissions teams)
- Overseeing the Directors who prepare and manage budgets for recruitment, admissions and operational support relating to the relevant programmes, liaising with other departments and the School's finance team as appropriate to ensure accurate forecasting, value for money and careful budget management.

Relationships and influence

- In collaboration with senior colleagues, ensuring effective communication with the Social Sciences Division, Colleges and central University on degree-related matters, and the timely reporting of degree-related data to the School centrally, Division, University and outside agencies.
- Maintaining collaborative working relationships with the Director of SPS and team in order to ensure that the centrally managed student services work seamlessly with the operational teams and directors of programmes who oversee the recruitment, admissions and operations functions for individual programmes and programme portfolios. The Associate Dean will work with the COO and the Director of SPS to ensure that students receive the highest quality experience.
- Close collaboration with Director of Career Development to ensure that appropriate career support, coaching and soft skill courses



are delivered to students of the relevant programmes.

- Membership of and active participation in the relevant academic programme and course committees.
- Regular meetings with alumni and close collaboration with the Alumni Relations team to ensure that the interests of alumni are well served.
- Representation of the School to key stakeholders including alumni, corporate contacts, potential donors and employers.
- Representation of the MBA, EMBA and executive programmes in discussions and agreements with corporate contacts to facilitate involvement of students in company projects and initiation of student opportunities to meet with and benefit from corporate contacts.
- In collaboration with the Deputy Dean for External Relations, development of materials for accreditation bodies and representation to those bodies as needed.

Other

- Representing the School at key functions, ceremonies, recruitment events, conferences and external speaker events.
- Participation in the School's governing committees including the Dean's Management Meeting, and other relevant bodies, and representing programmes at the Faculty meetings and before the School Board as needed.
- Acting as a role model for team members and other staff of the School, communicating the importance of high standards and visibly demonstrating a cooperative and collegiate approach at all times; championing a culture of excellence.
- Carrying out any such other reasonable duties as the Dean of the School requires.

Selection criteria

Essential selection criteria

- A University degree (ideally a Master's degree or higher)
- 10+ years of experience working in higher education, some of which will ideally have been spent in the business school market.
- A thorough understanding of the MBA and/or Executive Degrees market, including direct experience of business development and international student recruitment within this global market.
- Senior administrative and managerial experience, e.g. of overseeing the development and delivery of high-quality educational programmes
- Excellent communication, influencing and negotiation skills
- Ability to manage a team and work collaboratively across the organisation
- Experience of working to key targets and of leading teams to achieve targets
- Experience in presentations to diverse and often senior level audiences
- Ability to drive and deliver change, working within and across teams in a complex matrix organisation
- Experience with curricular development, ideally in business education
- Experience working in an international community
- Experience working with corporate clients
- Ability to work under the pressure of time and competing demands
- Willingness to travel regularly and globally



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

Oxford Saïd 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.

Oxford Saïd 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

Oxford Saïd 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 currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

If you need help

Application FAQs, including technical troubleshooting advice is available at <https://staff.web.ox.ac.uk/recruitment-support-faqs>.

Non-technical questions about this job should be addressed to 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. 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 other grades 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.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd 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.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

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 14.5% and Employee contribution is 6.1%.

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%.

University discounts

All University staff can purchase a NUS Extra discount 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. There are a wide range of other discounts from external companies available 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.





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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.

Saïd Business School, University of Oxford