



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

MBA Programme Manager, Leeds University Business School



Salary: Grade 8 (£47,874 – £56,921 p.a. depending on experience)

Reference: LUBSC1727

Location: On campus (with scope for hybrid working)

'We are open to discussing flexible working arrangements.'

Are you equipped with exceptional organisational and project management capabilities, along with outstanding communication and interpersonal skills? Do you excel in strategic thinking and problem-solving, with a proven track record of managing programmes within higher education and successfully implementing change? Can you collaborate with various stakeholders, including faculty, MBA students, and industry partners? Are you able to demonstrate flexibility and adaptability to meet the ever-changing needs of MBA students and the sector?

Overview

This is a dynamic and rewarding role, working closely with the MBA Director and the Deputy Dean, you will be a key influencer of the MBA Programme strategic direction as well as leading on operational delivery of projects. You will build relationships and collaborate closely with industry partners, MBA students and alumni, as well as academic colleagues, and senior education service staff to ensure an outstanding experience on our flagship programme, and ensure we add value to our proposition.

You will support the current full-time MBA programme, which is ranked 9th in the UK and 72nd in the world by QS in 2024. You will help enhance the programme's rankings performance as well as influencing the expansion of the MBA portfolio. You will help ensure that our programmes meet AMBA (Association of MBAs) requirements and support future reaccreditations.

Experience in Higher Education is essential to effectively shape and implement the MBA strategy, ensuring an exceptional experience for our students. You will excel in analytics and reporting, and possess the ability to manage and implement change. The ability to influence is key, and you will be adept at working collaboratively and building relationships with a wide variety of stakeholders.

Main duties and responsibilities

- Develop and implement an ambitious MBA strategic plan and influencing the wider School education strategy, resulting in the development of new high-quality MBA programmes and offerings;
- Oversee the operational delivery of MBA programme's plans and KPIs across the School, monitoring and reporting progress, and determining as well as



managing the resources needed for these, ensuring service delivery is within budget and to the highest possible quality;

- Evaluate the impact and effectiveness of the Leeds MBA programme, capturing insights, analysis and benchmarking to identify gaps, identifying and implementing initiatives to improve performance and add value. Monitor the risks associated with the operational plan to anticipate issues or challenges and develop solutions or make decisions which consider the strategic direction of the MBA programmes;
- Make an active leadership contribution to new initiatives and innovations within the MBA programmes. Improving the service based on feedback from stakeholders, and ultimately improving our position in the MBA rankings;
- Overseeing recruitment strategy as well as actively participating in the recruitment of students, representing the MBA and the Business School at recruitment fairs and events both nationally and internationally;
- Act as the representative for Leeds at key external networks, as well as leading on opportunities to actively expand your business and industry partner network to build future opportunities and new initiatives to enhance the MBA programme's reputation and student experience. Maintaining own professional development and professional network;
- Managing and overseeing multiple projects linked to the strategic plan, monitoring progress and ensuring deadlines are met;
- Responsible for academic quality assurance procedures, ensuring compliance with accreditation bodies such as AMBA, working closely with the School's Accreditation manager;
- Responsibility for ensuring an excellent service for MBA students, providing expert guidance and support throughout their studies, working with the MBA Programme Officer (via matrix management) to address and resolve concerns and issues promptly;
- Forge and maintain excellent working relationships with the MBA Director, Deputy Dean, MBA programme officer and colleagues in the School's key service functions (Careers, Assessment, Quality, Admissions, Alumni, Marketing etc.);
- Actively engaging with MBA alumni to ensure they remain connected to the programme and wider School, leveraging opportunities;
- Embody the School's values, championing a respectful, purposeful, and collaborative culture within the MBA team and across the wider School.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- Extensive Programme Management Experience: Significant experience in managing programmes within higher education, with a preference for MBA or executive education contexts;
- Project Management and Change Implementation: Proven track record of managing complex projects and successfully implementing change;
- Leadership and Process Development: Experience in leading teams to deliver projects or events, and in developing processes to achieve excellent outcomes;
- Organisational and Decision-Making Skills: Strong organisational, prioritisation, and decision-making abilities, with the capacity to work independently and as part of a team;
- Data Management and Analysis: Proficiency in managing and analysing data, including the ability to develop dashboards and reports;
- Technical Proficiency: Skilled in using relevant software and technology for effective programme management;
- Communication Skills: Excellent written and verbal communication skills, with the ability to demonstrate tact and diplomacy when necessary;
- Interpersonal Skills: Strong interpersonal skills, capable of building and maintaining successful internal and external relationships and networks;
- Workload Management: Ability to manage a diverse and busy workload, prioritising effectively to meet deadlines;
- Results-Oriented: Proven ability to deliver results, with a focus on quality and an understanding of the impact of decisions on outcomes;
- Flexibility and Travel: Willingness to travel occasionally and flexibility in working hours to meet the demands of the MBA programmes;

Desirable

- Qualifications: A master's degree and/or recognised project management certifications;
- Service Improvement: Proven experience in driving continuous improvement in service delivery.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the closing date.

Your application should include:

- Full Curriculum vitae.
- A written statement clearly defining your experience and ability to take on this position, addressing all the Skills and Attributes above (no more than two sides of A4).

Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University and School

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success.



This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Criminal Record Information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

