



Job Description

Position/Job Title:	Associate Head of Business School (Fixed-Term)
Faculty/Professional Service:	Faculty-based
Group/Section:	School Leadership Team
Normal hours per week:	Full time, job-share
Permanency:	The post is for a fixed term basis to cover maternity leave. At the end of the fixed term appointment, the individual will revert to their substantive post..
Workload Allocation:	0.6 FTE for leadership duties
Grade:	9
Accountable to:	Head of School
Accountable for:	Academic members of staff

Apprenticeship academic provision (and/or support). We are committed to providing a safe environment for all students and staff. As this role has contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.

Job Purpose

The Associate Head of Business School provides operational and academic leadership within assigned subject disciplines, supporting the Head of Business School in delivering key strategic and educational objectives. This role focuses on enhancing teaching quality, student experience, and staff development while ensuring compliance with accreditation and university policies. The position also contributes to research and external engagement but remains primarily responsible for supporting, rather than leading, school-wide initiatives. This is a delivery-critical role requiring a responsive and reliable approach, strong people skills, sound judgement, strong attention to detail, and the ability to manage multiple priorities calmly and effectively under pressure.

The post holder will be provided with 0.6 FTE for leadership duties and for the remainder of their time, will be required to contribute proportionally to education, research and citizenship activity in line with the workload planning guidance in force at that time.

Leadership Responsibilities

- Support the Head of Business School in delivering strategic and operational objectives across assigned subject areas.

- Contribute to academic programme delivery, ensuring high standards and performance metrics in teaching, learning, and assessment.
- Hold responsibility for NSS, graduate outcomes, continuation and completion, working closely with Programme Leaders and Level Leads to secure improvement at pace.
- Assist in curriculum development and enhancement within subject disciplines, ensuring alignment with school, faculty and university priorities.
- Support student experience and employability initiatives, including academic support, retention efforts, and student wellbeing programmes.
- Provide mentorship and professional development opportunities for academic staff within the school.
- Collaborate with the Head of Business School to manage resource planning and staff workload allocation.
- Work closely with the Head of Business School on workload planning and delivery, ensuring consistency, sound judgement and reliable execution.
- Ensure compliance with quality assurance, accreditation, and regulatory requirements as directed by the Head of Business School.
- Facilitate interdisciplinary collaboration within the school and contribute to faculty-wide initiatives.
- Assist in research and knowledge exchange activities, encouraging staff engagement and external collaboration.
- Deputise for the Head of Business School when required, ensuring continuity of leadership in their absence.
- Contribute to university-wide initiatives and governance committees as assigned by the Head of Business School.
- Support efforts to attract and retain students, contributing to student recruitment strategies.
- Work with university marketing teams to enhance program visibility and appeal including Open Days and recruitment activities.

Other academic responsibilities:

Education

- To work with the Head of Business School to develop and implement a strategy to broaden the academic appeal of programmes and to ensure innovation for education in the School aligned with BU2035.
- To work with the Head of Business School to foster pedagogic development of digital/AI skills for students and develop an appropriate portfolio of taught programmes across general business disciplines, including executive education, with clear evidence of sustained delivery and measurable impact.

- To deliver an enhanced student experience through responding to the National Student Survey results, undertaking benchmarking of the portfolio, and enhancing graduate employability outcomes through action measures where required.
- To contribute, both as an individual and through the leadership of others, to an enhanced student experience, including establishing mechanisms to improve and deliver academic quality assurance and quality enhancement within the School.
- Through the leadership of others to make a sustained contribution to curriculum development and innovation which is informed by best practice (e.g. via the Higher Education Academy).
- To work with the Head of Business School to ensure globalisation of the curriculum and establish partnerships and collaborations nationally and internationally to enrich the curriculum and its delivery.
- To contribute to the enhancement of education within own discipline through both internal and external academic citizenship activities as defined in the Academic Career Framework. This includes ensuring that matters relating to professional bodies are addressed efficiently and effectively

Research

- To work with the Head of Business School to develop and implement the research agenda and strategy for the School and related centres aligned with BU2035.
- To coordinate strategies for the School targeting Early Career Researchers and Postgraduate Researchers in line with the Faculty and University ambitions.
- To participate in research seminars and postgraduate lecture programmes.
- To support the Head of Business School to drive research activity and related centres, this includes managing the collaboration and preparation of data, and submissions in connection with the REF for the School.
- To develop productive relationships with national and international grant awarding bodies, ensuring awareness within the School of prospects for further research development in order to increase income and impact.
- To possess an established body of published work and/or artefacts relevant to own discipline both in terms of type and volume which is gaining international recognition.
- To develop a record, relevant to discipline norms, of external RKE funding bids for travel, research, consumables, staff costs and/or studentships.
- To develop a record of post-graduate supervision. In addition, to improve post-graduate research student progress, increase completion rates and advance Post-Doctoral Research Assistant activity.

Practice

- To deliver a sustained contribution to practice via team leadership in own discipline at a national/international level.

- To deliver a sustained contribution to practice in own discipline via team leadership through engagement and thought leadership with business, industry and professional and governmental bodies at a national level.
- To disseminate research, academic learning or appropriate critical comment to external stakeholders at a regional/national level.
- To deliver a sustained contribution to the organisation of practice activity through the leadership of teams.
- To maintain personal and professional development in line with agreed appraisal and development programmes to enhance knowledge and contribution to relevant activities.

Information Governance Responsibilities

Data User - comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

Objectives are developed for post holders by the Head of Business School based on the strategic plan. The objectives will be based on delivering the strategy (and the relevant KPIs) and may contain both short (one year) and long term (multiple year) objectives.

Individuals will be assessed annually on delivery of their objectives.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality and Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

March 2026



Person Specification

Knowledge and Experience	Essential / Desirable
PhD or equivalent professional qualifications and experience in a relevant discipline	E
Relevant teaching qualification (e.g. Higher Education Academy (HEA) Practitioner or equivalent) or significant teaching experience with a commitment to achieving the required Professional Standards for Teaching.	E
Experience in academic leadership, staff development, and curriculum development and enhancement.	E
Strong track record in student experience improvement and interdisciplinary collaboration	E
Familiarity with accreditation, quality assurance, and compliance frameworks	D
Experience in resource planning and workload management	D
Expertise in curriculum development, student engagement, and quality assurance	E
Familiar with current developments in research, methods and theoretical perspectives. Knowledge of best practice in research methodology.	E
Research active with clear evidence of published work and/or artefacts.	D
Knowledge of relevant sector and business organisations including potential for collaboration, professional practice activities and sources of funding.	E
Experience of programme leadership at L6 and associated procedures.	E
Evidence of effective leadership of staff and projects as appropriate.	E
Wide knowledge of best practice in learning and teaching approaches and techniques.	E
Knowledge of national policies and expectations relating to business education in HEIs	E
Knowledge of sources of industry funding and income and ability to exert influence over funding decision-makers and likely consultancy opportunities.	D
Sustained reputation in own discipline.	E
Skills	
Effective leadership and line management, including experience of successfully managing difficult conversations	E
Project planning and management skills, delivering to time and budget	E
High-level organizational and operational planning skills	E
Effective stakeholder engagement and collaboration skills	E
Excellent IT, data, and digital skills	E
Highly developed interpersonal and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations	E
Mentorship skills with ability to coach colleagues in education, professional practice and research	E
Attributes	
Demonstrates reliability, responsiveness and the ability to make sound decisions under pressure in fast-moving environments.	E
Demonstrates strong academic leadership and team management abilities	E
Strong communication, mentorship, and problem-solving abilities	E
Commitment to promoting and achieving the University's strategic targets and objectives	E
Strong commitment to a student experience of the highest standard	E
Ability to identify and help manage academic and operational risks	E
Act as role model in relevant field(s)	E
Creative, solution-focused approach to solving complex problems	E

Ability to plan, co-ordinate and effectively control a range of activities	E
Ability to identify promising areas for funded research in business	E
Ability to optimise business operations in a digital environment, and realise future digital potential	E
Strong value-based ethos and high-quality standards	E
Empathy and sensitivity to the reasonable needs of colleagues	E
Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style	E