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Director of Programmes, Faculty of Business & Management

Muscat, Oman

Title:

Appointment will be appropriate to the profile of the successful candidate at the Senior Lecturer / Associate Professor / Reader level.

Job description

Muscat University, Sultanate of Oman, has an exciting opportunity for an experienced academic within the Business and Management field. The Faculty of Business and Management will soon be relaunched as Muscat Business School – the first Business School in the Sultanate – and Muscat University is seeking an exceptional leader to undertake this role. The appointee will be responsible for working closely with different departments to oversee the launch of Muscat Business School whilst also be responsible for leading and developing a growing set of degree programmes within a relatively new university, which has strong support from private and Government sources in this fascinating and fast-growing country. The Faculty of Business & Management (soon to become Muscat Business School), currently comprises the BSc Accounting for Management in partnership with Aston University in the UK, and the MSc Management & Entrepreneurship as well as the MSc Finance and Management; both in partnership with Cranfield University in the UK. The Faculty is also in the process of gaining approval for the Doctorate of Business Administration (DBA) from the Ministry of Higher Education which would be the first professional Doctorate award in the Sultanate. Graduates from the programmes will receive degrees from both Muscat and Aston/Cranfield, and international accreditation will be sought.

As Director of Faculty you will have full responsibility for development of the programmes, for recruiting and leading a staff team of a Senior Lecturer and 2 Lecturers, and for ensuring successful delivery of programmes in partnership with our UK partners. You will be experienced in a wide range of learning and teaching approaches, and will be able to demonstrate excellence and innovation in learning, teaching and assessment. You will also work in effective collaboration with academic colleagues in Muscat, Aston and Cranfield to enhance curricula, foster interdisciplinary links, and contribute to the wider strategic, academic and operational leadership of the University. Further, you will be able to foster strong working relationships with external stakeholders including the Ministry of Higher Education and especially industry partners who will provide placements for our students.

Responsibilities

**Academic**

1. Oversee the launch of Muscat Business School including the media campaign raising awareness of the role of Business Schools and developing an Advisory Body for the School.
2. Reporting to the DVC Academic Affairs, work with colleagues to deliver the overall Muscat University Strategic Plan.
3. Build and lead a team to deliver a high-quality learning experience for students and an opportunity to mentor team members to develop their teaching, research and industry engagement activities.
4. Oversee the delivery and development of the BSc Accounting for Management programme in conjunction with Aston University, UK, in order to achieve a sustainable programme and an excellent student experience.
5. Complete the delivery and development of the MSc Management & Entrepreneurship and MSc Finance & Management, in conjunction with Cranfield University, in order to ensure the sustainability of programmes and the provision of excellent student experience.
6. Recruit to and manage the launch of the DBA as well as manage the delivery of the programme, if approved by the Ministry of Higher Education.
7. Oversee the industrial placement element of the programmes building ties with industry to facilitate placement of students.
8. Ensure all necessary content and material is in place for the programme in time for each part of the course to be delivered: this will involve adaptation of Aston-sourced material to the Oman context.
9. Ensure all necessary pastoral support is available to students both at Undergraduate as well as Postgraduate levels to enable them to succeed on their programmes.
10. Recruit and induct the necessary staff and lead delivery and practical organization of flying faculty from the partner universities with the aim of maintaining the highest possible standards in learning, teaching and assessment.
11. Contribute to wider academic policy and planning across the University.
12. Ensure fulfilment of University responsibilities in student admissions, instruction, progression and examination; availability of pastoral assistance and adherence to the relevant regulations.
13. Monitor student attendance and performance, and obtain student feedback in order to enhance the course over time.
14. Develop and monitor appropriate evaluation, quality assurance and enhancement mechanisms.
15. Consult with international professional bodies with a view to successfully securing accreditation when the first cohort graduates, and work to ensure that accreditation requirements are fully met.
16. Consult with relevant national regulators, primarily the Ministry of Higher Education (MoHE) and the Oman Academic Accreditation Authority (OAAA) to ensure that statutory requirements are met and that university’s policies, systems and procedures are observed and applied.
17. Undertake suitable personal scholarship and in due course, develop with colleagues appropriate research activities and ensure synergy between research and teaching.

**Planning and management**

1. Lead disciplinary input to the recruitment and selection of students, ensuring fair and transparent processes are followed and that able, motivated students enter the programme.
2. Coordinate with Aston and Cranfield colleagues to ensure that the programmes are of the same quality and rigour as the partner equivalent and that good practice is exchanged between the three Universities.
3. Oversee the training and induction of Muscat staff to achieve Aston / Cranfield ‘Recognised Teacher Status’.
4. Develop a programme delivery plan in consultation with senior University management and take responsibility for its implementation.
5. Plan, budget for and organise the programme resources leading to a financially sustainable Faculty through ensuring effective delivery, reviewing monthly spend, monitoring and ensuring budgetary compliance and making a case for further investments as necessary, as well as seeking opportunities for growth.
6. Ensure that the highest standards of good practice are observed in respect of health, safety, environment and professional ethics.
7. Undertake other tasks as requested by University senior management.

**Communications and external relations**

1. Act as the first point of contact on all academic issues connected with the programmes.
2. Assist University staff in the promotion of the Faculty’s offerings in order to attract a high quality student intake and build a strong reputation with employers.
3. Maintain, extend and utilise personal networks within the national HE sector and across the business and management community, creating a strong profile and esteem for Muscat University, and participate in relevant international conferences, etc., to this end.
4. Network into the national HE sector and relevant practitioner community.
5. Monitor and ensure the quality of communications between the programme and external stakeholders.

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⏵Person specification

|  | **Essential** | **Method of assessment** |
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| **Education and qualifications** | Education to doctoral level in Business and Management or a closely related discipline  High professional and ethical standards | CV and covering letter  Attested documents |
| **Experience** | Proven experience in delivery of business & management education at undergraduate level  Proven experience of supervising theses at Master’s level  Experience in programme design  Experience of communicating effectively with a wide range of internal and external stakeholders  Financial management experience | CV and covering letter, interview and presentation |
| **Aptitude and skills** | Excellent communication and interpersonal skills  Ability to work across cultural and geographic boundaries  Planning, budgeting and organisational skills  Ability to build and lead a strong academic team  Project management capability  A good knowledge of standard Microsoft packages (Word, Outlook, Excel and PowerPoint)  Ability to work and build relationships with a range of partners, stakeholders and external clients and contractors  Strong verbal and written communication skills  Excellent presentation skills  Excellent attention to detail  Willingness and availability to liaise with international colleagues within and outside normal working hours | Interview and presentation |

|  | **Desirable** | **Method of assessment** |
| --- | --- | --- |
| **Education and qualifications** | Membership of the Higher Education Academy or of a similar professional institution  Experience in an industry relevant to business and management | CV and covering letter |
| **Experience** | Strong personal networks in academia and industry  Record of pedagogical innovation    Familiarity with quality assurance and international accreditation requirements  Successful research experience in business and management or a cognate discipline  Experience of line management | CV and covering letter, interview and presentation |
| **Aptitude and skills** | Enthusiasm for international collaboration | Interview and presentation |

Location**:** Muscat, Oman (some local, regional and international travel may be required).

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| Hours**:** Full Time. Hours as necessary for the role. |
| Responsible to: DVC - Academic Affairs |
| Terms and conditions:The appointment will be made at the appropriate level, according to the appointee’s qualifications and experience. A competitive compensation and benefits package will be offered. Annual leave entitlement will be 30 days plus private sector national holidays applicable in Oman. |

# Further Information:

## BACKGROUND TO MUSCAT UNIVERSITY

The concept of a new, high quality university in Muscat was approved by Oman’s Education Council within the framework of Government efforts to develop human resources in Oman in cooperation with leading figures in both the public and private sectors.

Since November 2013, Oxford University Innovation, the technology transfer company of the University of Oxford in the UK, has been working as lead consultant for the project which is supported by a large group of Omani business leaders and the Omani government.

Muscat University is innovative and entrepreneurial with close connections to the business communities of Oman and the wider region. Its programmes combine academic rigour with relevance to the world of work. The first intake of students for Pathway programmes will take place in late 2016, with the first intake of degree programme students in September 2017.

Mission**:** The mission of Muscat University is to transform individuals and communities through teaching, research, and third-stream activities that are excellent and relevant. Muscat University will achieve success through:

* innovative, entrepreneurial and ethical approaches to its structure and to all its activities;
* scholarship that embraces collaboration and community engagement;
* a learning environment that is supportive, creative and fulfilling; and
* an inclusive culture of global citizenship.

Vision**:** Muscat University’s vision is to create a higher education environment in Oman for both Omani and international students that is conducive to producing future leaders in both the public and private sectors. These leaders will be capable of operating internationally and will reflect the core values of the University:

* A strong commitment to ethics: this is central and critical to our long-term success as a University. Every University student, staff and faculty member must hold themselves to the highest ethical standards.
* Full compliance with all laws and regulations of Oman and of any other country in which students, staff or faculty are active.
* A learning environment that is positive, creative and rewarding, promoting individual expression, entrepreneurship, innovation and achievement. Students, staff and faculty are offered opportunities to grow personally and professionally and all are treated with respect and dignity.
* Responsible business practices and social investments to create long-term sustainable value in helping transform societies and communities, in conserving limited resources, and in protecting the environment.
* An environment that encourages and enables innovation and entrepreneurship forms the core of the University’s structure and activities.

Guiding principles: Underpinning the vision of the University are five key guiding principles:

1. Muscat University will be an innovative and entrepreneurial university.
2. Muscat University must demonstrate to the nation of Oman and to the wider regional and global community that the education it offers is appropriate and effective.
3. Muscat University recognizes that the skills required to be effective in the workforce of the 21st century are substantially different from those of earlier times.
4. Muscat University will ensure that technological innovation is built into the fabric of the University so that it is able to adapt swiftly and effectively to the ever more rapidly changing context of higher education.
5. Muscat University will seek to position itself as an institution that has international relevance as well as local and regional relevance.

Structure**:** The structure of the University is similar to that of many leading universities in the UK, Australia, South Africa and New Zealand, and indeed of the majority of Oman’s universities. The University is governed by a Board of Directors and a Board of Trustees. It is managed strategically and operationally by the Vice-Chancellor who is advised and assisted by a senior leadership team comprising a Deputy Vice-Chancellor, Academic; a Deputy Vice-Chancellor, Finance and Administration; and a Deputy Vice-Chancellor, Student Journey.

Campus**:** Muscat University, since May 2017, is operating from a state-of-the-art campus in Al Ghubra, beside the Porsche showroom and opposite the Avenues Mall in central Muscat, the capital city of the Sultanate of Oman. The permanent campus is being planned for construction in the coming years on land at Airport Heights.

Faculties and programmes: Muscat University offers degree programmes through three

* **Faculty of Business and Management**
* BSc Accounting for Management
* MSc Finance and Management
* MSc Management and Entrepreneurship
* **Faculty of Engineering and Technology**
* BEng Chemical Engineering
* MSc Energy Systems and Thermal Processes
* MSc Process Systems Engineering
* **Faculty of Transport and Logistics**
* BSc Logistics with Supply Chain Management
* MSc Air Transport Management
* MSc Logistics and Supply Chain Management

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| The international partner for the Bachelor degrees is Aston University (UK) and the partner for the Master’s degrees is Cranfield University (UK). The programmes will be co-delivered by flying academic staff from the UK and Muscat University academics. Students will receive certificates from Muscat University and the relevant international partner university (Aston or Cranfield). |
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