

Job Description

Job Title:	Collaborative Partnerships Programme Lead
Career (R&R) Level:	Managers – Academic
Department:	Business School
Reporting to:	Programme Director – Collaborative Partnerships
Location:	Hybrid
Direct Reports:	None

Main Function of Job:

- The Collaborative Course Leader is responsible for providing academic oversight and quality assurance for a portfolio of franchised Business School programmes delivered through collaborative partners.
- Working closely with the Programme Director – Collaborative Partnerships and academic colleagues within both institutions, the postholder will ensure that programmes are delivered in accordance with University academic regulations, quality standards and partnership agreements.
- The role acts as the primary academic liaison between ULaw and the partner institution for the allocated programmes, ensuring consistency of academic standards, assessment, student outcomes and continuous quality enhancement.

Specific Responsibilities:

Academic Partnership Management, Quality and Standards

Responsible for the academic oversight of an allocated portfolio of collaborative programmes by:

- Acting as the principal academic contact between ULaw and partner Course Leaders.
- Supporting the implementation of the Partnership Agreement and Academic & Operational Handbook.
- Monitoring the quality and consistency of programme delivery.
- Supporting the mobilisation of new programmes and cohorts.
- Identifying risks and escalating issues to the Programme Director where appropriate.
- Ensuring academic standards are maintained across allocated programmes.
- Teaching, learning and assessment align with ULaw requirements.
- Module delivery remains consistent with approved documentation.
- Assessment practices comply with University regulations.
- External Examiner recommendations are implemented.
- Annual monitoring actions are completed.
- Programme modifications are implemented effectively.
- Enhancement actions are monitored and evaluated.

Student Performance and Experience

- Monitor and analyse student continuation, Progression, Completion, Assessment outcomes, Attendance and engagement, Student satisfaction, Graduate outcomes, B3 metrics
- Use performance data to identify trends and develop improvement actions with partner colleagues.
- Support the delivery of an outstanding student experience by monitoring student feedback, working with partner staff to improve engagement, reviewing complaints

Assessment Oversight

- Working with Assessment Services and partner colleagues to monitor assessment scheduling, monitor marking and moderation processes and support Exam Boards.
- Work collaboratively with partner Course Leaders, Module Leaders, External Examiners and Programme Directors to ensure effective delivery of the partnership.

Quality Enhancement

Contribute to:

- Annual Course Review.
- Curriculum enhancement.
- Sharing of good practice.
- Peer observation activities.
- Academic staff development.

The postholder will maintain an appropriate teaching and scholarly profile, Support recruitment and conversion events where required. Undertake other duties commensurate with the grade.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by Associate Pro Vice Chancellor (Business), members of the University Executive and other colleagues from time to time.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

This job description is correct as at August 2026. It may vary in consultation with the post holder to reflect changes within the marketplace and the University.

Person Specification

Job Title: Collaborative Partnerships Programme Lead

Role: Managers – Academic

Department: Academic

1, TRAINING & EDUCATION

Essential	Desirable
Postgraduate qualification in Business or relevant discipline PgCHE or equivalent* Fellow of Advance HE (or commitment to achieve).	Doctorate Senior Fellow Advance HE Professional body membership

* Please note that if you do not currently have/are not undertaking a PgCHE or an equivalent qualification, it is a requirement of the University that you will enrol into the programme (delivered and financially supported by the University), usually within 12 months of passing probation.
Successful completion/qualification is essential to this role

2. EXPERIENCE

Essential	Desirable
Experience of leading modules or programmes within Higher Education. Experience of quality assurance processes. Experience of assessment and moderation. Experience of curriculum development. Experience of analysing student performance data.	Proven senior management experience and leadership skills within an educational setting. Experience of collaborative provision. Experience of franchised or validated programmes. Experience of course approval. Experience of Annual Monitoring. Experience of External Examiner processes.

3. SKILLS & KNOWLEDGE

Essential	Desirable
Excellent communication and relationship management. Strong organisational skills. Data analysis and interpretation. Academic quality assurance.	UK Quality Code OfS regulatory framework Student outcomes and B3 metrics Higher Education quality assurance Collaborative partnerships

Assessment regulations. Report writing. Problem solving. Stakeholder management. Digital literacy.	
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4. BEHAVIOURAL SKILLS

Essential	Desirable
Innovative Commands respect and has credibility Self-starter, high personal motivation Analytical problem solver Excellent interpersonal skills Ability to take macro view, identify issues and apply large or small scale solutions Demonstrates sound judgement Team player Flexible and prepared to be hands on when required	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
Willingness to travel regularly between ULaw and LCCA sites. Flexibility to attend occasional evening meetings.	