Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Manager – Executive Masters Growth & Experience

Department/Division: Lifelong Learning
Accountable to: Director, Executive Degrees and Pathways

Competency	Criteria	E/D
Knowledge and experience	• Significant experience in executive education, higher education, professional learning, student recruitment or a related environment.	E
	• Experience developing and implementing portfolio, programme, pathway, partnership or learner experience initiatives involving multiple stakeholders.	E
	• Experience using performance data, insight and evidence to inform decision-making, prioritisation and continuous improvement.	E
	• Educated to degree level or equivalent professional experience.	E
	• Understanding of academic quality assurance, credit frameworks, accreditation requirements or postgraduate education.	D
Commercial and Strategic Acumen	• Ability to identify and develop opportunities to strengthen portfolio growth, learner progression and market position.	E
	• Strong commercial awareness, including the ability to interpret performance indicators and translate insight into strategic action.	E
	• Ability to work effectively with marketing, recruitment and admissions colleagues to develop and optimise campaigns, recruitment activity and conversion strategies that support portfolio growth.	E
	• Ability to balance learner, academic, operational and institutional priorities when developing recommendations and solutions.	E

	• Experience developing progression routes, stackable credentials, pathway-based learning models or strategic partnerships.	D
Consultative Sales, Influencing and Negotiation	• Ability to build credibility and influence with senior academic, professional and external stakeholders. • Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively. • Ability to build trusted relationships while providing constructive challenge and support.	E E E
International engagement	• Willingness and ability to undertake extensive travel throughout the year, including regular international travel, to meet clients, develop partnerships and represent the School. • Ability to work effectively with international clients across cultures, time zones and institutional contexts. • Flexibility to work outside normal hours as required by international travel, client demands or bid cycles.	E E E
Leadership and Ways of Working	• Experience leading, coaching and developing colleagues to support high performance and effective teamwork. • Ability to influence without formal authority and operate successfully within a complex matrix environment. • Proven ability to build collaborative relationships across departments and functions to achieve shared goals. • Ability to exercise sound judgement and make effective decisions in complex and sometimes ambiguous environments. • Proactive, adaptable and resilient, with the ability to manage competing priorities and deliver results through others.	E E E E E
Values and motivation	• Commitment to delivering high-quality client and learner outcomes aligned with the School's academic values and reputation. • Demonstrated alignment with principles of equity, diversity and inclusion. • Commitment to collaborative, evidence-based and	E E E

	values-led ways of working. • Interest in innovation in executive education, lifelong learning and new approaches to learner progression and professional development.	D

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.