



**Head of Subject Business Management**

**Post Reference: NU3826**

**Salary Scale: £59,967 – £67,469 per annum**

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,  
West Midlands, B32 3NT.

*(HR – Template 16.01.2026)*

# Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## **Job Description**

<b>Job Title:</b>	<b>Head of Subject Business Management</b>
<b>Grade:</b>	<b>AC4</b>
<b>Salary:</b>	<b>£59,967 – £67,469 per annum</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Department:</b>	<b>School of Business and Law</b>
<b>Reporting to:</b>	<b>Head of School (Associate Dean) Business and Law</b>

### **Purpose of Post:**

The Head of Subject for Business Management within the School of Business and Law will provide academic and operational leadership for all Business provision at Birmingham Newman University. This includes the management and development of undergraduate and postgraduate programmes, as well as responsibility for advancing recruitment, student experience, and external engagement in alignment with the University's strategic growth agenda.

The postholder will lead the subject teams in delivering high-quality, industry-aligned teaching and learning that remains current, distinctive and responsive to student demand, employer expectations, regional skills priorities. Working closely with the Associate Dean (Head of School), the Head of Subject will ensure the continued enhancement of the business portfolio, embedding employability, sustainability, and inclusivity throughout the curriculum.

The role is central to sustaining the quality, stability and growth of one of the School's core academic areas. The postholder will provide visible leadership for student recruitment, conversion, retention, progression, employability and graduate outcomes. This will include using data, student voice, external intelligence and programme performance information to drive timely enhancement and ensure that students experience coherent, inclusive and practice-informed learning.

The role requires an academic leader with credibility in Business Management or a closely related discipline, strong people management skills, a clear commitment to student success, and the ability to build productive internal and external relationships that support sustainable growth, quality assurance, partnership delivery and the wider reputation of the School and University.

1. **Main responsibilities:**

**Academic leadership**

- Provide academic, operational and professional line management and leadership for Business Management and related business provision, ensuring alignment with the University's mission, strategic framework and key performance indicators.
- Develop, articulate and implement a clear vision for Business Management, including its contribution to the School's growth, student experience, employability agenda and partnership activity.
- Lead the enhancement of a coherent and competitive programme portfolio at undergraduate and postgraduate level, ensuring provision remains current, sustainable and responsive to market demand.
- Ensure the subject area responds to changes in the higher education environment, employer needs, regional skills priorities, student expectations, regulatory requirements and University strategy.
- Lead curriculum development, revalidation and portfolio enhancement activity, embedding inclusive learning, employability, enterprise, sustainability, digital capability and real-world business practice.
- Represent the subject area and the University in relevant internal and external forums, building credibility and influence with employers, professional networks, partners and other stakeholders.

**Learning, teaching and student experience**

- Lead the subject teams in delivering high-quality, research-informed and practice-led teaching that reflects the needs of Birmingham Newman's diverse student population.
- Establish and oversee subject-wide approaches to learning, teaching and assessment that promote active, inclusive and applied learning, with consistency and coherence across programmes and modes of delivery.
- Support programme leaders and module leaders in curriculum management, module design, assessment planning, timetabling, student engagement and day-to-day programme operation.
- Drive initiatives that support student success across the full student lifecycle, including recruitment, induction, transition, continuation, assessment, progression, completion and employability.
- Use data and student voice effectively to identify risk, monitor performance and ensure timely interventions for students at risk of disengagement or underachievement.
- Promote student belonging, engagement and mattering through proactive academic leadership, responsive communication and effective student-staff consultative arrangements.
- Teach at undergraduate and/or postgraduate level.

**Quality assurance, standards and partnership oversight**

- Oversee quality assurance and enhancement for programmes within the subject area, including continuous monitoring, external examiner engagement, assessment boards, validation and revalidation activity.
- Ensure academic standards, assessment practices and moderation processes are robust, timely and compliant with University regulations, policies and external requirements.
- Work with programme leaders, link tutors, professional services and partner colleagues to ensure effective academic oversight of collaborative and partnership provision where relevant to the subject area.

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- Lead the subject response to student feedback, programme performance data, external examiner reports, continuation and outcomes data, and relevant internal or external review activity.
- Ensure risks relating to academic quality, student experience, staffing, delivery and assessment are identified early, escalated appropriately and managed effectively.

### **Recruitment, growth and external engagement**

- Lead subject-level activity to support student recruitment, conversion and retention, working closely with marketing and admissions.
- Build and sustain relationships with employers, regional organisations, professional networks, schools, colleges and other stakeholders to strengthen recruitment pipelines, employability and curriculum relevance.
- Support the development of employer-informed, practice-based and experiential learning opportunities, including live projects, guest input, consultancy activity and enterprise opportunities.
- Promote the Business Management subject area externally, supporting a distinctive reputation for applied, inclusive and career-focused business education.
- Contribute to the School's wider growth plans, including opportunities linked to postgraduate provision, international students, collaborative partnerships, professional development, short courses and other sustainable income-generating activity.

### **Research, enterprise and scholarship**

- Stimulate and support the development of research, scholarship, enterprise and professional practice within the subject team, fostering an environment that encourages innovation and academic growth.
- Promote a scholarly and research-informed culture that enriches teaching, strengthens curriculum relevance and contributes to the School's research and knowledge exchange objectives.
- Encourage engagement in knowledge exchange, employer-led projects, consultancy, professional networks and community partnerships aligned with the School's strategic priorities.
- Support staff to develop academic profiles that contribute to teaching excellence, student outcomes, external engagement and the wider reputation of the School.

### **Managing people and resources**

- Provide academic leadership and line management to staff within the subject area, ensuring effective team performance, workload planning and delivery of high-quality programmes.
- Support staff through regular appraisal, mentoring, professional development planning and effective communication, enabling continuous improvement and succession planning.
- Build a supportive, inclusive and accountable working culture in which staff are clear about expectations, priorities, responsibilities and performance standards.
- Manage resources effectively, including staffing, budgets, facilities and learning technologies, in collaboration with the Head of School (Associate Dean).
- Contribute to School-level planning, governance, risk management and performance monitoring, ensuring that Business Management supports institutional objectives.
- As a manager, the postholder has responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded, and that their direct reports receive an annual appraisal.

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- In accordance with the University's Information Security Policy, the postholder will be dealing with restricted information as part of their duties.
- For all staff, the place of work is Birmingham Newman University.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

## **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related

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mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

#### 4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	A postgraduate qualification (Master's level or equivalent) in Business or a related discipline.  Fellowship of Advance HE or willingness to achieve within 12 months.  Experience of teaching at undergraduate and postgraduate level in business related disciplines.	Application	Doctorate/PhD in Business or a related field, or equivalent professional standing.  Senior Fellowship (SFHEA) or equivalent.  Experience of MBA, executive education or professional education provision.  Experience of PGR supervision.	Application

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<p>Relevant work experience and/or knowledge</p>	<p>Experience of leading and managing academic teams in higher education.</p> <p>Experience of developing, managing and enhancing academic programmes in Business Management or a related area.</p> <p>Experience of curriculum development, validation, revalidation, quality assurance and enhancement in a higher education environment.</p> <p>Evidence of delivering positive outcomes in student recruitment, conversion, retention, continuation, progression, employability or student experience.</p> <p>Experience of using data to inform performance monitoring and student success interventions.</p> <p>Understanding of contemporary business and management education, employability, enterprise, inclusive pedagogy and applied learning.</p>	<p>Application/ interview</p>	<p>Experience leading across multi-disciplinary teams.</p> <p>Experience of leading programme (re)validation and/or accreditation processes.</p> <p>Experience of developing partnerships with FE colleges to support recruitment pipelines.</p> <p>Experience developing employer-led, practice-based learning opportunities.</p> <p>Experience working with widening participation groups or mature/non-standard entrants.</p> <p>Experience of embedding sustainability, ethics, responsible management education or enterprise within the curriculum.</p> <p>Experience of working with collaborative partnerships.</p> <p>Experience of supporting international students.</p>	<p>Application/ interview</p>
<p>Relevant and/or Specific skills required</p>	<p>Strong leadership skills with the ability to inspire, motivate,</p>	<p>Application/ interview</p>	<p>Recognition as an academic leader in the discipline.</p>	<p>Application/ interview</p>

	<p>and develop academic teams.</p> <p>Ability to lead planning and operational delivery across the Business subject area.</p> <p>Excellent communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders.</p> <p>Ability to manage stakeholder relationships and negotiations.</p> <p>Ability to analyse data to inform decision-making, planning, and performance monitoring.</p> <p>Ability to represent the University externally and promote the subject's reputation and profile.</p>		<p>Evidence of innovation in business pedagogy, digital learning, assessment or employability practice.</p> <p>Evidence of recent research, scholarship, knowledge exchange, consultancy or professional practice.</p> <p>Experience of successful grant applications, enterprise activity or externally funded projects.</p>	
<p>Personal qualities and attributes</p>	<p>Commitment to delivering an excellent student experience.</p> <p>Collegiate, supportive, and able to foster a positive, inclusive and accountable team culture.</p> <p>Commercially aware, and focused on sustainable growth.</p> <p>Adaptable, resilient, forward-thinking and solution-focused.</p>	<p>Application/ interview</p>	<p>Evidence of values-led leadership in a widening participation or inclusive education context.</p>	<p>Application/ interview</p>

	Commitment to personal and professional development.			
Other	Ability to work flexibly to meet the needs of the role.	Application/ interview		Application/ interview

### General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade AC4 £59,967 – £67,469 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

### **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

### **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

**Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council.

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Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

**Closing date for applications: 22 June 2026**

**Interviews will take place on Tuesday 14 July 2026**

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**Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)