

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE: Business Development Manager- Executive Education

DEPARTMENT: Executive Programmes, Otago Business School

SCHOOL / DIVISION: Commerce

PRIME FUNCTION

The Director of Executive Programmes provides strategic and academic leadership across the University of Otago's MBA, DBA, and Executive Education portfolios within the Division of Commerce. The Director Executive Programmes will also be responsible for developing strategy to ensure growth of Executive Programmes as well as effectively managing the team responsible for the delivery of services to clients. The position will also be required to develop and maintain effective relationships with the School of Business and its departments, key members of national and international business communities and maintain strong links with other business schools.

The role is responsible for revitalising and growing executive programmes at Otago by ensuring programme excellence, innovation, and alignment with market and learner needs. The Director will oversee strategic transformation, including the pursuit of AMBA accreditation, enhancement of the MBA, and the expansion of executive education offerings—particularly in Queenstown and the Otago/Southland region. The Director will also strengthen Otago's position as a national and international leader in executive learning through partnerships with iwi, Māori business networks, government, industry, and international business schools.

Key Responsibilities:

Strategic Leadership and Growth

- Provide strategic leadership across the MBA, DBA, and Executive Education programmes, ensuring alignment with university priorities, academic quality, innovation, and global competitiveness
- Regularly undertake strategic review and ongoing enhancement of MBA, DBA, and Executive Education programmes to ensure relevance, quality, and market responsiveness.

- Develop and implement a growth strategy for Executive Programmes, including diversification of income through short courses, custom corporate training, and regional offerings
- Set and deliver on enrolment and revenue targets, balancing innovation with financial sustainability
- Lead the University's pursuit of AMBA accreditation and ongoing quality assurance processes ensuring compliance with international standards of quality and excellence.

Programme Design and Delivery

- Oversee the design, delivery and evaluation of executive education programs, ensuring relevance, quality and impact.
- Collaborate with academic leaders and faculty to deliver innovative, flexible, and impactful executive education experiences.
- Ensure programmes meet quality assurance standards, accreditation requirements and participant expectations.

Business Development and Partnerships

- Build and strengthen strategic partnerships with iwi, Māori business organisations, industry, and government, embedding Te Tiriti o Waitangi commitments and co-creating executive learning opportunities
- Build and maintain strong relationships with corporate, industry, government, and alumni partners
- Develop and implement a comprehensive marketing and business development strategy to enhance the visibility and competitiveness of Executive Programmes
- Establish and lead a sustainable Executive Education presence in Queenstown by developing new offerings — including short courses and bespoke programmes — that support regional workforce and leadership development

Operational and Financial Management

- Monitor financial performance, prepare annual budgets, and ensure Executive Programmes deliver sustainable income growth.
- Ensure operational efficiency including scheduling and resource allocation ‘

Team and Stakeholder Leadership

- Provide strong leadership to Executive Programmes staff, fostering a collegial, innovative, and high-performance culture.
- Work closely with internal stakeholders across the Division and wider university including Marketing, Alumni, student services, finances and IT.
- Report regularly to the Pro-Vice-Chancellor Commerce on programme performance, strategic progress, and outcomes.

RELATIONSHIPS

Directly responsible to:

- Pro-Vice-Chancellor, Commerce

Supervision of:

- Programme Directors (MBA, DBA)
- Executive Education Business Development Manager,
- Programme Co-ordinator

Functional relationships with:

- Academic staff and Heads of Department across the Otago Business School
- University leadership including Deputy Vice-Chancellors and Service Divisions
- National and international business and government leaders
- Māori business and iwi organisations

BUDGETARY RESPONSIBILITY

The Director oversees the Executive Programmes budget, with signing authority as delegated by the Pro-Vice-Chancellor Commerce. This includes ensuring sustainable revenue growth, diversification of income streams, and effective use of resources.

EXPECTED OUTCOMES

- Clear growth in enrolments across MBA, DBA, and Executive Education programmes.
- Diversification of Executive Education income through short courses and custom programmes.
- Sustainable Executive Education presence established in Queenstown.
- AMBA accreditation achieved and maintained for the MBA programme.
- Enhanced partnerships with iwi, Māori organisations, industry, and government, aligned with Pae Tata priorities.
- Executive Programmes recognised nationally and internationally for quality, innovation, and impact.
- Financially sustainable programmes contributing positively to the income of the Otago Business School.

PERSON SPECIFICATION

- Proven strategic leadership experience in higher education, business education, or executive development.
- Demonstrated success in developing and growing academic programmes or executive education offerings.

- Experience with accreditation processes (e.g., AMBA, EQUIS, AACSB) strongly preferred.
- Proven ability to engage effectively with iwi, Māori business organisations, and diverse stakeholders.
- Demonstrated ability to build strong partnerships with industry, government, and international networks.
- Excellent communication, relationship-building, and negotiation skills.
- Financial acumen with experience in managing budgets and delivering sustainable revenue growth.
- Academic credibility, with experience in executive-level teaching and/or research.
- Innovative mindset and ability to anticipate and respond to changing executive education markets.
- Strong leadership skills, with experience managing diverse academic and professional teams.

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.