

**UNIVERSITY OF OTAGO**  
**ŌTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

<b>ROLE TITLE:</b>	MBA Programme Director
<b>DEPARTMENT:</b>	Executive Programmes
<b>DIVISION:</b>	Commerce (Otago Business School)
<b>REPORTS TO:</b>	Director of Executive Programmes
<b>DIRECT REPORTS:</b>	MBA academic and professional staff

**1. PRIME FUNCTION:**

The MBA Programme Director provides academic and strategic leadership for the University of Otago MBA. Reporting to the Director of Executive Programmes, this role ensures that the MBA remains internationally competitive, innovative, and aligned with the University's strategic direction.

The Programme Director will oversee curriculum development, programme delivery, quality assurance, and student experience while contributing to revenue growth, global positioning, and the programmes reputation. The director will play a key role in the University's maintenance of AMBA accreditation, lead the ongoing development of flexible delivery formats, and ensure the MBA attracts and retains high-calibre students. The role requires collaboration with faculty, industry partners, alumni, and international networks to strengthen Otago's reputation as a leading MBA provider in New Zealand and beyond.

**2. KEY RESPONSIBILITIES:**

Strategic and Academic Leadership

- Provide overall leadership of the MBA ensuring global competitiveness and alignment with the university strategy.
- Support the wider Executive Programmes strategy by aligning the MBA with the School's regional, national, and global priorities.
- Ensure MBA programme design and delivery are innovative, future-focused, and aligned with market needs.
- Teaching, content delivery, assessment marking, supervision – into the MBA programme.
- Lead MBA contributions to AMBA accreditation and ongoing international quality benchmarks.
- Monitor and strengthen the MBA's international profile and performance in global rankings.

- Foster strong student recruitment, retention, and outcomes, enhancing the overall student experience.
- Contribute to revenue growth through MBA enrolment expansion and enhanced value propositions.
- Lead curriculum review and innovation to ensure the MBA is globally relevant and competitive.

#### Business Development and Stakeholder Engagement

- Build and maintain strong relationships with alumni, corporate partners, and international networks to support recruitment, placements, and reputation-building.
- Collaborate with faculty, alumni, industry, and international partners to enrich learning and career outcomes.

#### Operational and Financial Management

- Ensure high-quality, consistent delivery of the full-time and online MBA, including monitoring enrolments, student outcomes, and feedback.
- Monitor and report on MBA enrolments, student outcomes, and financial performance.
- Drive recruitment initiatives in partnership with Marketing teams.
- Oversee programme budgets, financial performance and resource allocation to ensure sustainability
- Work closely with the Director of Executive Programmes on AMBA accreditation and related quality assurance processes.

#### Team and Faculty Leadership

- Line-manage MBA teaching and support staff, fostering a collegial and high-performance culture.
- Collaborate with faculty to embed contemporary business challenges (e.g., sustainability, digital transformation, governance) into teaching and assessment.

### **3. EXPECTED OUTCOMES:**

- MBA programme continues to meet AMBA and international accreditation standards.
- Growth in enrolments across domestic and international markets.
- Innovative curriculum that addresses contemporary and future business challenges.
- Enhanced student satisfaction and strong graduate outcomes.
- Strengthened relationships with alumni, employers, and industry partners.
- MBA contributes positively to the financial sustainability and reputation of the Otago Business School.

#### **4. QUALIFICATIONS AND EXPERIENCE:**

- Demonstrated leadership in business education, preferably within an MBA or postgraduate business programme.
- Experience in curriculum design and academic quality assurance, ideally linked to international accreditation standards (AMBA, EQUIS, AACSB).
- Strong record of teaching and/or academic leadership in business or management disciplines.
- Experience building and maintaining strategic partnerships with alumni, corporate, industry and international stakeholders.
- Understanding of executive education markets and global rankings, with experience enhancing programme reputation and quality benchmarks.
- Demonstrated success in student recruitment and retention strategies.
- Strong interpersonal, communication, and leadership skills.
- Academic credibility with postgraduate teaching and research experience.
- Experience leading and developing high-performing academic and professional teams.
- Strategic thinker with the ability to balance vision with operational execution.
- Commitment to innovation, sustainability, and the principles of Te Tiriti o Waitangi.

#### **5. KEY RELATIONSHIPS:**

##### Internal

- Programme Director (DBA).
- Academic staff across the Otago Business School.
- Service Divisions (Marketing, Academic Services, Student Experience, IT, DSA).

##### External

- Alumni, corporate partners, and international business schools.

#### **6. BUDGETARY RESPONSIBILITY:**

Contributes to the development and monitoring of the MBA budget and ensures efficient use of resources.

#### **7. 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.

#### **8. 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.

**9. 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.

**10. 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.