

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Job Description

Job Title	Programme Leader – MA Music industry Management
Salary Scale	LIPA Programme Leader Scale SCP 35 – SCP 39
Responsible To	Head of Management
Responsible For	N/A
Number in Post	1
Date Drafted	June 2026

Job Purpose

To be responsible for development (planning, design, delivery and organisation) of the MA Music industry Management. Shaping and enhancing the programme with a view to future curriculum development and ensuring that it reflects the LIPA philosophy and ethos.

Major Tasks

1. Curriculum Development.
2. Finance and Resources.
3. Validation and Quality Assurance.
4. Marketing.
5. Student Recruitment.
6. Staffing.

Job Activities

Major Task 1: Curriculum Development

1. To be aware of our strategic priorities, policy and procedures and forthcoming developments, and ensure these inform course design and delivery.
2. To ensure that all modules are educationally and vocationally relevant and match or exceed nationally recognised standards.
3. To ensure all activities conform to institutional systems and practices.
4. To ensure the preparation of necessary documents for validation and all other matters related to accreditation.
5. To liaise and maintain relationships with external bodies, industry contacts and professional, statutory and regulatory bodies (PSRBs), as appropriate.
6. To build links with appropriate organisations, including creative businesses, and facilitate work experience where appropriate and visits appropriate to the curriculum.
7. To develop, where appropriate, approaches to teaching and learning involving creative technologies and on-line blended learning.
8. To ensure implementation of and compliance with our internal reporting, administrative, budgeting and planning procedures concerning the programme.
9. To prepare and update programme handbooks as needed.
10. To ensure we respond appropriately to prevailing market conditions, including the requirements of employers, and that the actions of key competitors are monitored and responded to as appropriate.
11. To adhere to and actively support our equality, diversity and inclusion policies and their implementation.

Major Task 2: Finance and Resources

1. To ensure all teaching and learning activities in the programme are delivered as measurably effective and efficient.
2. To discuss proposed resource requirements for the programme (staffing, technology, equipment etc.) with relevant staff, ensuring the course is delivered within agreed resourcing parameters.

3. To manage any budgets allocated by the Chief Operation Officer within an expenditure profile agreed in advance, following our Financial Regulations and Procedures.
4. To liaise with Heads of Discipline, other Programme Leaders, administrators and other appropriate staff in the collaborative production of the timetable, ensuring effective timetabling and allocation of teaching.

Major Task 3: Validation and Quality Assurance

1. To work collegiately and consultatively with the HE Quality Manager to ensure that the programme operates in accordance with our QA procedures.
2. To ensure all programme and module documentation is produced in line with current practice.
3. To ensure all programme and module documentation is produced in line with our current academic assessment procedures.
4. To liaise with the designated LJMU link tutor.
5. To work with programme team members to plan and create an annual Assessment and Feedback Plan for the course; ensure assessments methods across all modules are complementary in timing and nature.
6. To liaise with other Programme Leaders, where appropriate, over shared modules.

Major Task 4: Marketing

1. To assist the Director of Marketing and Student Recruitment with the development and implementation of market-appropriate operational and strategic plans for the programme, including pricing and promotional/advertising policies that are consistent with our overall objectives.
2. To support the Marketing department in the production of course information and news for marketing purposes.
3. To actively engage in student marketing and recruitment activities, such as attending promotional and marketing events and open days to ensure target application and enrolment figures are met.
4. To identify and liaise with potential feeder courses, including internal courses.
5. To maintain an awareness of the marketing and competitive environment of the programme.

6. To build the reputation of the programme in order to enrich the programme, attending events and meetings as appropriate to aid this development.
7. To stay up to date with industry practices and foster and maintain links with industry, in order to ensure that the curriculum reflects the latest industry trends and that the programme team are up to date with the latest developments in the field.

Major Task 5: Student Recruitment

1. To provide relevant information to our Admissions team in order to support the candidate application process, including entry requirements and the accreditation of prior learning.
2. To manage and participate in the student interview, audition and selection process.
3. To plan and oversee, in Liaison with our Admissions Manager, the delivery of student induction, welcome week and student transition activities, working with relevant colleagues.
4. To provide students with relevant support during the application phase, including any specific issues relating to students with disabilities, international students, mature students etc., referring issues to Student Support or other specialist sources of guidance where appropriate.

Major Task 6: Staffing

1. To work with the Directors of School, relevant Heads of Discipline and the Head of HR, Culture and Transformation to ensure that modules are appropriately staffed, including the appointment of Visiting Professionals as appropriate.

Major Task 7: Common Duties

1. To work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. To participate in staff appraisals and training programmes as required.
3. To always carry out duties with due regard to Equality, Diversity and Inclusion, Health and Safety and other Institute policies as agreed and revised from time to time.
4. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

Location:

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.

The post may involve some travel overseas.

Hours:

The Standard remission for a Programme Leader is currently 75 hours or equivalent for fractional staff. Usually 22.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in the hours to ensure that e.g., agreed project/work deadlines are met.

Person Specification – Programme Leader – MA Music industry Management

To be identified by:		
Education and Qualifications:		
Good Honours Degree or equivalent.	Essential	Application Form/Qualification Certificates
Higher Degree (Masters or Doctorate).	Desirable	Application Form/Qualification Certificates
Recognised Teaching Qualification or membership of the HE Academy.	Desirable	Application Form/Qualification Certificates
Experience:		
Experience of teaching in Higher Education.	Desirable	Application Form/Interview
Demonstrating professional experience in one or more of the following areas – popular music, songwriting, performance, music productions, PA project management, produced contemporary and commercial artistic outputs.	Essential	Application Form/Interview
Leadership experience in a Higher Education setting.	Desirable	Application Form/Interview
Experience of interdisciplinary, collaborative working in a performing arts and/or Higher Education setting.	Essential	Application Form/ Interview
Experience of curriculum design and delivery in Higher Education.	Desirable	Application Form/ Interview
Experience of liaising with external organisations / partners.	Desirable	Application Form/Interview
Skills and Ability:		
Ability to plan, monitor and review courses and projects.	Essential	Application Form/Interview

Ability to lead a team.	Essential	Application Form/Interview
Ability to teach up to postgraduate level and within multi-disciplinary contexts.	Desirable	Application Form/Interview
Strong leadership and interpersonal skills.	Essential	Application Form/Presentation/Interview
Strong communication (written and verbal) skills in order to produce clear reports for internal and external consumption.	Essential	Application Form/Presentation/Interview
Organisational and administrative skills consistent with middle management in Higher Education.	Essential	Application Form/Interview
Flexible and innovative approach to teaching.	Essential	Application Form/Interview
Ability to work to deadlines.	Essential	Application Form/Interview
Competency in generic IT systems, e.g. Office 365.	Desirable	Application Form/Interview
Expertise/Knowledge:		
Knowledge of current developments in vocational, graduate, and postgraduate training in the performing arts.	Desirable	Interview
Familiarity with the UK HE landscape, HE pedagogy, assessment strategies, and QA procedures.	Desirable	Interview
Knowledge of the latest developments in technology enhanced learning.	Desirable	Interview
Commitment:		
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to students and staff.	Essential	Interview
To work with enthusiasm and flexibility.	Essential	Interview