



Job Title Undergraduate Programmes Manager  
Department Biodiversity Education & Training  
Division Learning & Engagement

## Job Description

### Main Duties

#### Management of the undergraduate programmes

- Consolidate, develop, and grow the undergraduate programme offer, providing world-class education at the tertiary level (FE/HE) in horticulture, plant biodiversity and associated disciplines such as landscape history, architecture and management, conservation, and social and community horticulture
- Manage a team of lecturers and horticultural support technicians, supporting their professional development including annual workplans, effective performance appraisals and adoption of a coaching approach
- Manage day-to-day relationships with academic partner organisations for delivery, most notably Scotland's Rural College (SRUC), ESALA at the University of Edinburgh and the Scottish Qualifications Authority (SQA), incorporating programme planning, and management of invoicing in a timely manner.
- Manage and seek to improve the student experience, quality assurance and wider procedures and obligations to students and colleagues in the relevant areas.
- Ensure programme areas are appropriately resourced in terms of staff cover, lab materials and fieldtrip arrangements

#### Teaching on undergraduate programmes at RBGE

- Coordinate, teach and assess units and modules for undergraduate programmes using face-to-face, online and hybrid models as appropriate. You will deliver classes and draw on the expertise of RBGE colleagues and invited speakers to inspire students
- Coordinate post-course evaluation metrics for use by the Head of Biodiversity Education and Training and as required by SRUC
- Assume pastoral care role as Advisor of Studies for a minimum of one of the year groups

#### Strategic development and partnerships

- Develop existing partnerships and identify potential new collaborations in conjunction with the Head of Biodiversity Education and Training and Director of Learning and Engagement
- Participate in industry consultation and engage with professional bodies to develop RBGE's offer and contribute to wider curriculum development on a national and international basis
- Develop, build, and maintain relationships and communication with key internal stakeholders and departments such as Horticulture and Science
- Contribute to strategy and planning for undergraduate programmes in liaison with the Head of Biodiversity Education and Training



## Person Specification

Skills/Aptitude	Essential	Desirable
Planning – annual and longer strategic cycles, as well as adaptability to change	*	
Teaching – in-person and online	*	
Management – small, expert teams and student bodies	*	
Communication – written, verbal and digital	*	
Building and maintaining partnerships through collaboration	*	

Knowledge	Essential	Desirable
Higher education system in Scotland and the wider UK	*	
Botanical/horticultural science	*	
Teaching expertise in plant biodiversity or humanities-related subjects		*
Understanding of botanical and historic gardens		*
Awareness of accessibility, GDPR and copyright compliance in education	*	

Professional Qualifications	Essential	Desirable
Degree (or equivalent qualification) in botanical or allied sciences, or equivalent knowledge and experience	*	
Teaching qualification	*	