



TAYLOR'S  
UNIVERSITY

Wisdom • Integrity • Excellence

APPOINTMENT OF

# HEAD OF SCHOOL

Taylor's Graduate School of Management



## | MESSAGE FROM THE EXECUTIVE DEAN



The Faculty of Business and Law is the largest of the five faculties at Taylor's University and is playing a major role in the University Strategic Plan of rebalancing to become more research intensive and internationally focused.

The establishment of Taylor's Graduate School of Management is a crucial element of the Faculty plan and the Head of School will lead the expansion of postgraduate and post-experience programmes with the support of Heads of Departments (academic disciplines) and Programme Directors.

In addition to pre-experience master programmes and post-experience MBA programmes, Taylor's Graduate School of Management will be developing an increased portfolio of Continuing Professional Development programmes geared to the needs of private enterprises operating in Malaysia and wider ASEAN.

The Head of School will maintain a close relationship with the business community and professional bodies, and work with the Director of Taylor's Bizpod incubator, housed in the Faculty and serving the entire University, to encourage entrepreneurial activities.

These are exciting times to be joining Taylor's University which is investing in research with the establishment of 100 new academic hires and 100 doctoral scholarships under the Strategic Research Initiative. The pursuit of accreditation by AACSB, EQUIS and AMBA will both support and demand increasing international engagement with academic and business partners.

This is a key appointment at an important juncture and the Head of Taylor's Graduate School of Management will work closely with me as Executive Dean and my Heads of Schools of Business and Law in transforming the Faculty to become a leading player in ASEAN.

### **JONATHAN WINTERTON**

Executive Dean, Faculty of Business and Law  
Professor of Employment

## | JOB PURPOSE

Taylor's Graduate School of Management (TGSM) is being established as part of the strategy to increase postgraduate activities in the Faculty of Business and Law. We are now seeking a charismatic Head of School to lead these developments.

Existing postgraduate taught courses, both pre- and post-experience, will fall under the remit of TGSM. The School will also play a role in postgraduate study by research in collaboration with the University-level Centre for Research Management. The development of a substantial Continuing Professional Education (CPE) programme will be a major activity. The aim for TGSM is to become the preferred supplier of CPE to private sector employers operating in Malaysia and wider ASEAN and to become recognised as the home of Malaysia's top MBA. Accreditation by AACSB, EQUIS and AMBA is a strategic priority for the Faculty in the next few years and the Head of TGSM will be involved in supporting this aim, especially in relation to AMBA.

## | KEY RESULT AREAS / RESPONSIBILITIES

These objectives define the key performance indicators for the Head of TGSM whose strategic tasks will comprise in particular:

- expanding the pre-experience taught postgraduate programme offer and student enrollment, especially from overseas;
- leading the establishment of a new elite MBA programme and developing the existing MBA programme to serve different market segments;
- creating an extensive programme of CPE, leveraging on the MBAs and other taught masters.

## | PRINCIPAL ACCOUNTABILITIES:

### **ACADEMIC LEADERSHIP**

Provide leadership to the School in all aspects of its academic operations, in particular ensuring:

- the development and maintenance of a strong brand identity and a clear academic direction;
- courses meet expectations of students, employers and the professions concerning content and quality, and are well regarded by academic peers;
- a strong research programme and encourage an active research culture;
- a national and international perspective is developed and reflected in the School's curriculum, research and marketing activities.

### **MANAGEMENT**

Manage and develop the School in accordance with Taylor's University's strategy and the priorities of the Faculty of Business & Law. In particular:

- drive the strategic development of the School in alignment with University and Faculty strategies;
- develop, manage, market and evaluate the School's programmes and courses;
- manage and report on the processes of student assessment and review of student progress;
- lead and manage the School's annual review and planning processes;
- evaluate the financial implications of business decisions related to current and future opportunities;
- prepare and manage the School's budget including all revenue streams and development funds
- oversee the recruitment, development and management of academic staff to meet the School's strategic direction and future development;

## **OTHER RESPONSIBILITIES**

- Ensure the continued growth of the School through developing and supporting appropriate strategies for international activities, research, consultancy and enrolments;
- Provide strong representation for the School both internally and externally, developing and managing strategic partnerships, and collaborating with other educational institutions, external communities, professional associations and stakeholders;
- Contribute to the leadership and management of the Faculty of Business and Law and Taylor's University.

## **| PERSON SPECIFICATION**

- Commitment to high professional standards and international work experience
- Experience in leading continuing professional development or executive education
- Experience of working with MBA markets, preferably MBA programme leadership
- A strong academic background with experience of operating at the interface between business and education
- Good interpersonal skills appropriate for a multi-cultural environment and capable of developing effective networks
- Highly-developed communication and presentation skills
- A doctoral qualification in management and familiarity with international business school accreditations are highly desirable, but not essential

## | FACULTY OF BUSINESS & LAW



### **School of Business**

Established in 1993, Taylor's Business School (TBS) is one of the largest private business schools offering a full range of Foundation to Postgraduate business programmes. TBS is committed to producing world-ready business leaders capable of excelling in the dynamic and competitive world markets. An institutional member of AACSB, the school has a strong and committed focus, investing in faculty, research and students in ways inculcated to build distinctive areas of programmatic strength within and across schools. Being reputed for multiple awards and accolades, it is recognized by industry as pivotal in producing world-ready graduates as well as entrepreneurs. The School is actively supported by industry partners, entrepreneurs and professional bodies which gives an edge to the business education in TBS. With a 70 strong faculty and over 3000 students both local and international, TBS is poised to become a premier business school in the region, which will advance the knowledge in teaching and research in business.



### **School of Law**

Taylor's Law School is a member of the International Association of Law Schools (IALS) and emulates the high standards of its international partner Universities in providing a dynamic and nurturing environment to produce graduates with outstanding professional skills and high ethical values who meaningfully contribute to the society. The programmes in the school are accredited and recognised by the Malaysian Qualification Agency and the Legal Profession Qualifying Board. The mission of the school is to be recognised both nationally and internationally as a distinguished law school committed to excellence in teaching and research. The school has a track record of almost 25 years of excellence in legal education strongly supported by its industry linkages with the legal profession.

## | AWARDS AND MILESTONES

Over the years, Taylor's University has attained numerous awards and recognition, locally and internationally. Selected recent achievements include:



- The quality of the undergraduate teaching and learning at Taylor's was acknowledged by the Ministry of Higher Education Malaysia when it garnered a 'Tier 5: Excellent' rating in the Rating System for Malaysian Higher Education (SETARA) in 2009, 2011, 2013 & 2017.
- Taylor's University has been listed as number 150 in Asia in the QS Asia Ranking 2018. Taylor's is also listed in the top 1 percent of universities in Asia.
- Taylor's University has been recognised as the number 29 university in the world for the Hospitality & Leisure Management subject in the QS World University Rankings by Subject 2017 ranking exercise.
- Taylor's was awarded 5-Stars in five (5) categories of the QS Stars Rating 2016 namely, Teaching, Employability, Facilities, Internationalisation and Inclusiveness.
- Taylor's University is also Malaysia's Favourite Brand for Higher Education. Taylor's University is the only Gold award winner in the "Education & Learning" category for the past 8 years since 2010 in Putra Brand Awards. The Putra Brand Awards is a brand valuation award measured by consumer preferences. The winners were chosen via an online survey by over 6,000 respondents nationwide.
- It has also won the Reader's Digest Trusted Brand Gold Award in the Private University/College for seven consecutive years since 2011. The survey was through consumers' response via various means of survey methods, which represents the views of consumers, providing a credible source of review on the trusted brands.



## | APPOINTMENT PROCESS AND HOW TO APPLY

The appointment of Head of School, Taylor's Graduate School of Management will be determined by a Selection Panel through a comprehensive selection process.

Your application must include the following:

- A cover letter that clearly demonstrates the extent to which you satisfy each of the selection criteria.
- Full curriculum vitae detailing academic and professional qualifications, employment history, latest remuneration, list of publications and relevant achievements.
- The names, email, mailing addresses and the telephone contact details of 3 referees who can be contacted for a confidential report. The referee should ideally be a current or former supervisor.

Please email **Keith Lai** at [KeithKH.Lai@taylors.edu.my](mailto:KeithKH.Lai@taylors.edu.my) to submit your application or to learn more about the leadership role.

