

Role Profile

Key Role Details

Role Title	Teaching and Research Fellow/Facilitator
Department	Faculty
Reports to	Academic Operations Director
Contract Type	3 Year Fixed Term
Salary	£43-45K depending on experience (UK roles) S\$75-80K depending on experience (Asia Pacific role)

The Role

Roffey Park Institute is an internationally renowned Executive Education Institute. We are growing, ambitious, and work at the cutting edge of executive learning.

This role is a developmental opportunity that combines academic and commercial knowledge of the workplace. The role focusses on three key areas: delivering a range of Open Access and Client-Tailored executive education programmes; designing virtual and face to face solutions with clients and colleagues; conducting and publishing research on current workplace issues.

The role is open to candidates with either extensive higher education experience or those with equivalent practical organisational experience. Previous experience in executive education is desirable but not essential. Where elements of the role are underdeveloped, candidates must demonstrate both awareness of those areas and the potential to achieve the essential criteria, In turn we will provide appropriate support and training to help you reach your potential and to develop your future career.

The role is fixed term for three years in the first instance. Possibilities for extending the role will be considered towards the end of that period.

Key Responsibilities

- Deliver executive education programmes online or face to face
- Work with colleagues and clients to design tailored programmes
- Contribute to the development of an inclusive and international curriculum
- Engage in regular performance development conversations
- Contribute to building internal and external contacts and participate in networks to exchange information.
- Provide learner support, assessment of academic performance and provision of feedback.
- Contribute to Roffey Park Institute's published research output concerning relevant workplace issues.

Person Specifications

Essential Criteria

Qualifications

- Undergraduate degree, minimum 2:1
- Where English is not the first language candidates will be required to demonstrate their proficiency in both oral and written English

Teaching & Learning Delivery

- Experience of teaching and assessing learners.
- For those outside the formal education sector this can include evidence of coaching, mentoring, training and other forms of learner development.
- For those with FE/HE experience, an awareness of the different needs of executive/adult learners will need to be demonstrated.

Learning related knowledge

- Knowledge of blended learning techniques including, but not limited to, online learning tools.
- Developed awareness and sensitive management of cultural difference in participant groups or client organisations.

Foundational Skills

- Excellent oral and written communication skills with the ability to engage with a range of learners and colleagues through multiple channels.

Flexibility

- Candidates must be able to work outside normal office hours and when necessary be able to travel to client locations.
- This will include international travel

Desirable Criteria

Qualifications

- A Masters or PhD in any discipline or equivalent business/industry experience.
- Candidates will need to demonstrate a thorough understanding of advanced research techniques and be able to contribute to high quality research publications, including journalistic articles, quality blogs and positive use of social media.

Teaching Innovation

- Experience of successfully developing innovative methods for the design/delivery of high quality teaching and learning aimed at mature adults.
- This can include various forms of experiential learning, arts and crafts, play and games, outdoor activities etc.

Coaching Skills

- Evidence and experience of coaching and mentoring of senior professionals, preferably with accreditation in Coaching.

Commercial Awareness

- Roffey Park Institute is a commercial organisation and successful candidates will be involved in various Business Development activities with existing or prospective clients.
- Those without direct experience of such work will need to demonstrate an awareness of the tasks and skills involved, and be willing to acquire them.

Publication

- Evidence of publication in a variety of media.
- This can include blogs, vlogs, book chapters, journal articles, journalism TED talks (or equivalent)
- It is as important to be able to demonstrate a strategic approach to publication as it is to have current breadth.