

## Role Profile

### Key Role Details

<b>Role Title</b>	Executive Education Facilitator (Singapore)
<b>Department</b>	Faculty
<b>Reports to</b>	Academic Operations Director
<b>Contract Type</b>	1 – 3 years (negotiable)
<b>Salary</b>	S\$75-80K depending on experience

### 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 thought leadership/research on current workplace issues.

The role is open to candidates with either extensive higher education experience and those with equivalent practical organisational experience. Previous experience in designing & facilitating adult learning is essential and you must be ACTA/ACLP qualified. 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.

### 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
- 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 thought leadership/research output concerning relevant workplace issues.

## Person Specifications

### Essential Criteria

#### Qualifications

- Advanced Certificate in Learning & Performance (ACLP) or Advance Certificate in Training & Assessment (ACTA)
- Undergraduate degree, minimum 2:1 (or equivalent industry experience)
- 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.

#### Thought Leadership

- Candidates must be able to demonstrate the potential to publish cutting edge thought leadership in the form of articles, blogs, vlogs, podcasts etc

#### 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 flexibly according to our timetable and sometimes outside normal office hours and, when necessary, be able to travel to client locations.
- This may include international travel
- Team player with a positive attitude and able to work collaboratively

<b>Desirable Criteria</b>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• A Masters or MBA in any discipline or equivalent business/industry experience.</li><li>• A Coaching qualification</li></ul>
<b>Teaching Innovation</b> <ul style="list-style-type: none"><li>• Evidence of being able to contribute to the development of innovative methods for the design/delivery of adult learning.</li><li>• This can include various forms of experiential learning, arts and crafts, play and games, outdoor activities etc.</li></ul>
<b>Coaching Skills</b> <ul style="list-style-type: none"><li>• Evidence and experience of coaching and mentoring.</li></ul>