

## Job Description

**Job title:** Director of Online Education (full-time, 37.5 hours per week)

**Reports to:** Dean of Continuing Education

**Service:** Roehampton Education Services Limited (RESL)

**Salary:** Competitive (plus access to bonus scheme)

### **Main purpose of the job:**

As the Director of Online Education, you will play a key role in shaping the University of Roehampton's online education provision, ensuring the delivery of a high-quality, accessible, and innovative portfolio. You will lead the delivery and implementation of the University's online education strategy in collaboration with the Associate Pro-Vice Chancellor (Online Education). You will lead the University's online provision, ensuring that it is high-quality, delivers exceptional student outcomes, and student experience. You will have a proven ability to collaborate with diverse stakeholders and external partners, including online programme management (OPM) providers. You will have knowledge and experience of best practice in online course development, instructional design, and educational technology. You will be a strategic and proactive professional with significant experience in leading the design and development of online education.

### **Main duties and responsibilities:**

1. To ensure the delivery and implementation of the University's online education strategy, in collaboration with the Associate Pro-Vice Chancellor (Online Education)
2. To significantly grow and extend the University's online education portfolio
3. develop excellent working relationships with internal and external stakeholders to support the delivery of online education
4. To develop effective working relationships with academic schools to expand the online education portfolio, including short courses, micro-credentials, degrees and postgraduate provision
5. To develop effective working relationships with a wider range of professional services to ensure the successful delivery of online education
6. To ensure exceptional student outcomes across online education provision, in line with the University's ambitions
7. To support pedagogical innovations and portfolio development across the University's academic and vocational portfolio
8. To develop an effective partnership with the University's OPM provider and manage the relationship
9. To grow and manage a team of dedicated professionals, including link tutors and online educators, to deliver online education and ensure strong student outcomes

10. To proactively online education plans, projects, and services meet the University's strategic objectives for education, Knowledge Exchange and financial sustainability
11. To ensure that projects are delivered on budget, within defined timelines, and aligned with academic quality standards
12. To horizon-scan and proactively plan to develop and maintain competitive advantage in online education, within the UK and internationally
13. To develop and external profile, and raise the visibility and reputation of the University's online education provision
14. To deputise for the leadership team in relation to online education, as required
15. To undertake any other requirements commensurate with the seniority of the post

## Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

Requirements	E/D?	Criteria
Education and Qualifications	Essential	<ul style="list-style-type: none"> <li>• A postgraduate qualification or equivalent professional experience</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• A PhD in a relevant field</li> </ul>
Knowledge and skills	Essential	<ul style="list-style-type: none"> <li>• Programme leadership or project management experience</li> <li>• Student outcomes and experience in online education</li> <li>• Knowledge of best practices in online course development, Instructional design, and educational technology</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Financial literacy</li> </ul>
Work experience	Essential	<ul style="list-style-type: none"> <li>• Experience leading a portfolio of online education.</li> <li>• Knowledge of OPMs and experience in managing relationships</li> <li>• Working with senior stakeholders and external partners</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Experience of working in a Higher Education organization</li> </ul>
Managerial Skills	Essential	<ul style="list-style-type: none"> <li>• Experience of leading teams and direct line management</li> <li>• Experience of managing teams effectively.</li> <li>• Able to lead and motivate staff.</li> <li>• Able to form and communicate effectively the overall vision/expectations of the team.</li> <li>• Ability to train and induct new staff, to support staff development, conduct probations and appraisals.</li> <li>• Ability to achieve results through a combination of effective planning, clear direction, delegation and influence.</li> </ul>
Communication skills	Essential	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Excellent organisational, communication and interpersonal skills</li> <li>• Excellent negotiation skills to influence relevant stakeholders at a senior level.</li> <li>• Ability to deliver information in an accurate, clear, timely and friendly manner.</li> <li>• Ability to present information to colleagues with diverse levels of understanding.</li> <li>• Ability to communicate and engage effectively with professional and academic staff across the University.</li> </ul>
Other requirements	Essential	<ul style="list-style-type: none"> <li>• Willingness to participate in staff development.</li> <li>• A commitment to inclusive practices</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Membership of relevant professional bodies or organisations</li> </ul>

## Additional Information

- The role is a full-time, permanent role.
- The appointment is offered subject to satisfactory references and confirmation of the right to work in the UK.
- It is expected that the working hours will normally be delivered between Monday-Friday (37.5 hours a week). You are expected to give a full professional commitment to fulfil your duties and responsibilities.
- You are expected to work flexibly to meet the needs of Roehampton Education Services Ltd, including evenings as required, within the context of the maximum working week as defined by the UK Working Time Regulations
- Roehampton Education Services Ltd. deploys a hybrid-working mode of working. This role allows for 3 days onsite 2 days working from home.
- The annual leave entitlement is 30 days p.a., including any operational closure days usually at Christmas.
- Access to the University of Roehampton Retirement Savings Pension Plan, a defined contribution scheme, provided by Royal London.
- Roehampton Education Services Limited also offers a wide range of staff benefits, which can be found [here](#).

Job description prepared by: APVC (Online Education) and PVC (Research and External Engagement)

Date: October 2023