



JOB DESCRIPTION

Job Title:	Coursera Academic Lead: Senior Lecturer (Teaching Focused) in Marketing
Department / Unit:	School of Business and Management
Job type	Academic
Grade:	RHUL 9
Accountable to:	Head of Department
Purpose of the Post	
<p>The role includes managing the development and delivery of Coursera Programmes Distance Learning programmes within the School of Business and Management, and alongside the University of London</p> <p>The Academic Lead will provide academic leadership in the design, delivery and teaching of Coursera programmes. The post holder will support the management and strategic planning processes of the department and the College. Post holders will teach and supervise students, taking full responsibility for the design, management and delivery of their teaching. They will be expected to demonstrate up-to-date scholarship in line with the research-informed context teaching, relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy</p> <p>The key objectives and principal accountabilities for a Senior Lecturer are as follows:</p> <ul style="list-style-type: none"> • To develop, design and deliver a high-quality on-line delivery programme with Coursera ** and the University of London External Programme Team • To demonstrate and promote a high level of pedagogic and disciplinary scholarship, commensurate with the strategy and reputation of the department and the College. • To play a significant, and where appropriate leading role in department, School and College activities, including administrative duties as required. 	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • To lead the design, development and delivery of a range of innovative online programmes of study at all levels, to include the regular review of programmes and courses to ensure excellence and coherence. 	

- To design and deliver innovative approaches to the online educational delivery, working with others as appropriate to create a successful learning environment for distance learning students.
- Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs.
- Undertake student experience activities and surveys as designed by the University of London;
- Supervise activities supporting teaching delivery including, undertaking assessments ensuring that constructive feedback is provided to allow for development.
- Provide academic leadership to those working within programme areas, e.g. as a course leader, to include co-ordinating the work of others to ensure that courses are delivered effectively and/or organising the work of a team by agreeing objectives and work plans.
- To act as Personal Tutor ensuring appropriate support and advice is provided.
- To lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.
- To engage with up to date literature and expertise in their academic and/or professional field.
- To engage in funded and unfunded teaching initiatives (which could include pedagogic research) and disseminate the outcomes in a variety of modes, including inside the College as well as outside
- To undertake and complete administrative duties required in the professional delivery of teaching.

Leadership, Enhancement, External Engagement and Impact

- To develop the validation documentation in consultation with staff at Royal Holloway and the University of London;
- To liaise with relevant academic faculty in the development of the Coursera programmes which will include project managing complex projects to budget and defined timelines;
- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and College meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To advise and provide support to less experience colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- To participate and where appropriate lead external networks, for example on student recruitment, be active in learned societies and/or professional bodies, undertake external examining or work with exam boards secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

- To engage and maintain continuous professional development.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Internal: Colleagues in the department and the College. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Head of School, members of the Senior Management Team and members of department and College Professional Services Teams

External: Schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate. To play a key role in external engagement by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities for student placement and employment.