

JOB DESCRIPTION

Job Title:	Senior Lecturer, Programme Director of Distance Learning
Department / Unit:	ISG/EPMS
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Accountable for:	Distance learning tutors and supervisors
Purpose of the Post	
<p>Royal Holloway, through the Department of Information Security (also known as the Information Security Group (ISG)) has been at the forefront of information security education since 1992 and has been delivering a distance learning MSc in Information Security since 2003. The distance learning (DL) MSc programme is provided through the University of London (UoL) and its partners. Royal Holloway provide the content, online seminars/lectures/labs, assessments and exams through a team of academics and tutors managed by the Programme Director (PD).</p> <p>The PD has the following key responsibilities.</p> <ol style="list-style-type: none"> 1. Providing academic leadership of the Programme, and ensuring that academic and quality standards as well as all critical milestones of the Degree are met. 2. Providing overall responsibility for the delivery of learning materials for the DL MSc, in accordance with the UoL Module Development process. 3. Nominate and actively supporting the selection of Academic Subject Experts to develop learning resources and teaching and assessment strategy in accordance with the approved degree and module specifications. 4. Ensuring that all infrastructure requirements are collated and scoped for feasibility and reflected in the Business Case/Plan. 5. Defining the selection criteria for the appointment of Module Leaders and Online Tutors for each session, and actively supporting the Programme Administrator/Officer with the selection, training, and supervision of these roles. 6. Taking responsibility for the provision of all academic support and direction for students including: the academic content specification for the programme; ensuring the production of study materials in all media, including compliance to statutory regulations and UoL policies on accessibility; ensuring that there is the necessary tutoring support and assessment as per the module specification and design plan for each module; performing the duties in an expert and diligent manner, to the best of their academic, technical and creative skills. 	

7. Ensure that student assessment is undertaken to schedule by appointed examiners and to the appropriate academic standards in line with the quality assurance schedule.
8. Engage with development updates and enhancements of required programme software and any other learning resources used in the programme.
9. Work closely with the Programme Administrator/Officer to support all administrative and operational activities for the programme.
10. Be the academic lead for all UoL programme related governance meetings (during the development and delivery of the programme) as well as quality assurance events such as the Periodic Programme Review.
11. Review resources and the maintenance of learning content through the Annual Collaboration Review and provide Business Plans to support investment in the programme.
12. Act as key academic liaison to the UoL operational teams responsible for supporting the student lifecycle. Working with teams on activities, including, but not limited to, webinars and welcome messages, responding to student surveys, participating in online open days and providing input into the development of the Programme Regulations and Specification.
13. Liaise with professional bodies (as required) to achieve professional recognition for the programme ahead of programme launch and retaining recognition for the term of the Degree.
14. Lead the accreditation process for the programme with the National Cyber Security Centre (NCSC) and any other relevant certification bodies.
15. Work with UoL marketing colleagues on the development of a programme marketing strategy and contributing to its delivery, to ensure target student numbers are met, including, but not limited to press releases, promotional marketing assets and collateral (prospectus, leaflets, videos).
16. Work with UoL Global Engagement colleagues on the development of a programme market development strategy and contributing to its delivery, to ensure target student numbers are met, including but not limited to: Recognised Teaching Centre recruitment and approval, Industry partnerships and Programme Accreditation.
17. Work to agree collaborative arrangements around marketing and RPL with, and acting as key academic liaison for, professional bodies (where applicable).
18. Work to ensure enrolment targets, via professional body marketing (where applicable), are met.
19. Act as a representative for the programme to UoL committees and panels.

As a senior lecturer in the ISG you will make a broad and sustained contribution to the discipline nationally and internationally, and to demonstrate sustained and exceptional performance in teaching and scholarship. The post holder will provide academic leadership and will support the management of existing and future programmes and the strategic planning processes of the department and the College.

Key Tasks

Leadership, Enhancement, External Engagement and Impact

- To fulfil the role of Programme Director for the distance learning programme as defined in points 1 to 18 of the particulars of the post.
- 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 act as external examiner for other institutions by agreement with the Head of Department.
- 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 lead and develop networks both internal and external to the College to develop teaching and research profile and funding opportunities individually and for the department, college and field of research, including with educational bodies, specific research networks, and professional bodies.
- To engage in continuous professional development as appropriate.
- Actively engage with the ISG department's cyber security professional network, including industry, government and third sector organisations, as well as alumni.
- Help lead and support events, initiatives and promotional activities to raise and maintain the reputation and external profile of the department.
- To actively participate in national and international activities related to cyber security education.

Teaching

- Provide teaching management and administration for the distance learning programme as defined in points 1 to 18 of the particulars of the post.
- Provide UG and PG teaching, supervision and tutoring, particularly within the context of the distance learning programmes.
- To lead or engage in the design, development and delivery of a range of innovative programmes of study at all levels and modes of delivery, to include the regular review of programmes and courses to ensure excellence and coherence.
- To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.
- Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs.
- Supervise activities supporting teaching delivery including field trips/placements, 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 undertake and complete administrative duties required in the professional delivery of teaching.

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 (consistent with the status and grading of the post) 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. In particular the PD will work closely with UoL Worldwide located in central London.

Internal and external relationships

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

Internal: Colleagues in the ISG (the department), the Computer Science Department, the School of Engineering Physical Mathematical Sciences and the College; together with members of the College research catalysts. Such colleagues could include: the Head of Department, Director of Teaching, Director of Research/Knowledge Exchange, 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, College research initiative leaders and managerial, academic, and administrative colleagues at the University of London Worldwide, or any other partner organisations.

External: National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, Research Councils, the NCSC, and the ISG external professional and alumni networks.