

ROYAL HOLLOWAY

University of London

JOB DESCRIPTION

Department ¹ :	Information Security Group
Post Title:	Lecturer (Teaching Focused)
Responsible to:	Head of Department

Main Purpose

Lecturers (Teaching Focused) are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. They will also participate in departmental administration as requested by the Head of Department. Role holders will be expected to demonstrate up-to-date scholarship in line with the research-informed context teaching in their department, relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy, or the work of other organisations relevant to post-compulsory Education.

The key objectives and principal accountabilities for a Lecturer (Teaching Focused) are as follows:

1. To design, deliver and assess high quality teaching programmes, including where appropriate, delivery by distance learning.
2. To demonstrate and promote a high level of pedagogic and disciplinary scholarship, commensurate with the strategy and reputation of the department and the College.
3. To undertake teaching initiatives and other development work around teaching, learning and assessment.
4. To play a significant role in departmental, Faculty and College activities including departmental administrative duties as required.

¹ The term **department** is used to refer to a primary academic unit, but may be named **school**.

5. To play a role in external engagement and impact by contributing to professional bodies, learned societies, College partnerships, opportunities for student placement and employment, and other relevant institutions and groups, as appropriate.

Main Contacts

Main contacts are students, other members of academic and administrative staff within the department and College, teachers in the field in other institutions, professional bodies and learned societies, and where relevant other professional or industrial contacts.

Duties and Responsibilities of the Post

- 1.1. Design and deliver high quality teaching across a range of programmes/modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practicals and seminars, as appropriate. This may include delivery by distance learning.
 - 1.2. Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self expression and reasoned argument.
 - 1.3. Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.
 - 1.4. Identify learning needs of students and define appropriate learning objectives.
 - 1.5. Design and develop teaching materials, independently or in collaboration as required.
 - 1.6. Supervise the work of students, including field trips / placements where appropriate.
 - 1.7. Undertake and complete administrative duties required in the professional delivery of teaching.
 - 1.8. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
 - 1.9. Undertake Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
 - 1.10. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
 - 1.11. Engage with up to date literature and expertise in their professional field.
 - 1.12. Engage in teaching initiatives, whether internally or externally
 - 1.13. Engage in continuous professional development within and/ or outside the College.
 - 1.14. Develop and engage with professional values linked to respect for diverse learners, widening access, evidence based approaches and acknowledgment of the broader context of higher education.
2. Leadership, Enhancement, External Engagement and Impact
 - 2.1. Attend and contribute to departmental, Faculty and College meetings.
 - 2.2. Participate in undergraduate and postgraduate recruitment, where required.

- 2.3. Take on roles related to the management of teaching in the department, and/or participate in department, Faculty or College working groups or Committees, as required.
- 2.4. Engage in departmental activities such as attendance at open days or departmental UCAS days.
- 2.5. Advise and provide support to less experienced colleagues.
- 2.6. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- 2.7. Participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, undertake external examining, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

3. Departmental Requirements

- 3.1. To be able to design, deliver and examine a wide range of postgraduate and undergraduate courses within the field of information/cyber security.
 - 3.2. To maintain current and expert knowledge in the field of information/cyber security.
 - 3.3. To be able to supervise postgraduate (MSc) and undergraduate projects.
 - 3.4. To actively engage with the department's cyber security professional network, including industry, government and third sector organisations, as well as alumni.
 - 3.5. To help lead and support events, initiatives and promotional activities to raise and maintain, the reputation and external profile of the department.
4. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.