**Job Title:** Lecturer in South-East Asia Geology

**Department / Unit:** Earth Sciences

**Job type:** Academic

**Grade:** 8

**Accountable to:** Head of Department

**Accountable for:** N/A

**Purpose of the Post**

Lecturers are expected to undertake research in line with the departmental research strategy, with a growing reputation in their field of expertise. Lecturers 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 required by the Head of Department.

**Key Tasks**

1. To design and deliver high quality teaching programmes, including field-based teaching.

2. To engage in individual and collaborative research activity resulting in high quality outputs, including those to be submitted to the Research Excellence Framework (REF) or its equivalent. Role holders will be expected to secure research funding, third-stream income as appropriate.

3. To play a significant role in departmental and College activities including departmental administrative duties as required.

4. To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector).

**Main Contacts**

Main contacts are students, other members of academic and administrative staff within the department and College and academics in the field in other institutions.

**Duties and Responsibilities of the Post**

1. Research and Scholarship
1.1. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.
1.2. Conduct individual and collaborative research projects.
1.3. Produce high quality research outputs for publication in monographs, recognised high profile journals, policy documents, industry-related contexts or as performance/exhibition material as appropriate, and provide a strong contribution to the department’s REF submission.
1.4. Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
1.5. Present at conferences and/or other appropriate events.
1.6. Identify sources of funding and contribute to the process of securing funds.
1.7. To be active in learned societies as appropriate.
1.8. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
1.9. Supervise PhD and other research students in line with disciplinary norms.
1.10. Engage in continuous professional development.

2. Teaching, Learning and Student Support

2.1. Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, practical's, seminars and field courses.
2.2. 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.
2.3. Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
2.4. Identify learning needs of students and define appropriate learning objectives.
2.5. Design and develop own teaching materials, with guidance if required.
2.6. Supervise the work of students, including field trips / placements where appropriate.
2.7. Undertake and complete administrative duties required in the professional delivery of teaching.
2.8. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
2.9. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
2.10. Adopt an approachable and accessible attitude towards students, offering an open door policy, informal advice etc.

3. Leadership, Enhancement, External Engagement and Impact

3.1. Attend and contribute to departmental and College meetings.
3.2. Assist with undergraduate and postgraduate recruitment.
3.3. Participate in department or College working groups or Committees, as required.
3.4. Advise and provide support to less experienced colleagues.
3.5. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
3.6. To participate in external networks, for example with industry, to identify sources of funding, contribute to student recruitment, be active in learned societies and or professional bodies, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

4. Departmental Requirements

4.1. Deliver and develop high-quality and effective classroom, on-line and field-based teaching at undergraduate and MSc level,
4.2. To lead or supervise undergraduate field classes, including mapping.
4.3. To initiate, organise and lead field trips of the South-East Asia Research Group
4.4. To contribute to the SE-Asia Research Group in the department and to develop new areas of funded research and research initiatives that complement existing research activities
4.5. To support and manage SEARG research activities in the laboratories of the research group and department
4.6. To contribute to departmental teaching at undergraduate and MSc level
4.7. To carry out high quality research leading to publications of the highest REF quality.
4.8. To develop and supervise BSc, MSc or PhD projects
4.9. To participate in student-centred administration within the department
4.10. To contribute to departmental activities such as field work, open days or applicant visitor days that may require occasional weekend work.

5. 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.

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.