# JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Lecturer/Senior Lecturer/Reader in Composition</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Music</td>
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<tr>
<td><strong>Job type</strong></td>
<td>Academic</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>8/9</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Academic staff of the Department and the College; College administration</td>
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<tr>
<td><strong>External Contacts:</strong></td>
<td>National and international community and institutions and funding bodies relevant to composition; AHRC and other funding institutions; subject and professional associations; publishers</td>
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## Purpose of the Post

The Department of Music at Royal Holloway seeks to appoint an outstanding composer to a part-time Lectureship/Senior Lectureship/Readership in Composition. The post is tenable from 1 September 2018, or as soon as possible thereafter. The appointee will be expected to play an important role in an ambitious team of composers. You will work principally in the broad field of contemporary acoustic composition, but may also have an additional interest in composition with technology. An experienced and inspiring teacher, you will be expected to contribute to the development of the Department’s composition programmes at undergraduate and MMus levels, and also to provide PhD supervision. As Royal Holloway’s is a leading Music research department, the appointee will contribute to and enhance its national and international status in the field of composition. Since the mid-1990s the Department has maintained its prominence in composition through the sustained contributions of a number of prestigious composers, the development of studio-based composition, and strong recruitment to taught postgraduate and doctoral programmes.

## Key Tasks

Lecturers are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. Lecturers are expected to undertake research in line with their departmental research strategy, with a growing reputation in their field of expertise. They will also participate in departmental administration as requested by the Head of Department.

Senior Lecturers are expected to show academic leadership in both teaching and research, with a sustained contribution to their field and discipline at national and international level. They will support the management and strategic planning processes of the department and the College.

Readers are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained and exceptional performance in research, beyond but including the achievements...
necessary to promotion to Senior Lecturer, and with clear professorial potential. They will
demonstrate academic leadership in both teaching and research, and support the
management and strategic planning processes of the department and the College.

The profiles for Senior Lecturer and Reader will be very similar. The overall profile detailed
is that of Senior Lecturer and it is understood that a Reader will meet all of these aspects
but, in addition, demonstrate a clear trajectory for research that goes beyond the elements
described.

The key objectives and principal accountabilities for a Senior Lecturer / Reader are as
follows:

1. To design and deliver high-quality teaching programmes. This may include distance
   learning programmes.

2. To engage in high-quality research activity, leading research projects or research
   initiatives in the department, including high quality publications to be submitted to the
   Research Excellence Framework (REF), or equivalent. Role holders will be expected to
   secure research funding, third-stream income as appropriate, and contribute to the
department’s research strategy.

3. Lecturers will play a significant role in departmental and College activities including
departmental administrative duties as required. Senior lecturers/Reader will support the
management activities of the department and College, and undertake a key role in
department or College working groups or committees, as required and as consistent
with a 0.5 appointment.

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, thirds sector).

Main Contacts

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

Duties and Responsibilities of the Post

1. Research and Scholarship
   1.1. Develop research objectives and proposals or individual or collaborative research,
       with the assistance of an appropriate mentor if required.
   1.2. Produce high quality research outputs, for publication in monographs or
       recognised high quality journals or other significant outlets, as
       performance/exhibition material as appropriate, and contribute to the
       department’s REF submission to a significant level.
   1.3. Update knowledge and understanding in area of specialism and transfer this
       current knowledge into programmes and courses of study.
   1.4. Present at conferences and/or exhibit work at other appropriate events.
   1.5. Supervise research students in line with disciplinary norms.
1.6. Develop links with external contacts such as other educational bodies, businesses, the public sector, and professional bodies, to foster collaboration and generate income.

1.7. Engage in continuous professional development.

1.8. Contribute to peer assessment and act as referee as appropriate.

Senior Lecturer/Reader

1.9. To be an externally recognised authority in the subject area with an international reputation.

1.10. Identify sources of funding and oversee the process of securing funds.

1.11. Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.

1.12. Conduct independent research and/or joint research and act as Principal Investigator and project leader to include the supervision of others and the management of the research budget, if appropriate.

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, practicals and seminars. This may include distance learning theory and delivery.

2.2. Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions, fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument.

2.3. Identify learning needs of students and define appropriate learning objectives.

2.4. Design and develop own teaching materials, with guidance if required.

2.5. Supervise the work of students, including field trips/placements where appropriate.

2.6. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

2.7. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

2.8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

Senior Lecturer/Reader

2.9. Lead the design, development and delivery of a range of innovative programmes of study at all levels, to include the regular review of programmes and courses to ensure excellence and coherence.

2.10. 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.

2.11. Enhance learning and teaching practice by promoting the use of appropriate media to support student learning.

2.12. Undertake and complete administrative duties required in the professional delivery of teaching.
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. Contribute to department-level strategic planning, and contribute to College strategic planning processes if required
3.5. Advise and provide support to less experience colleagues.
3.6. Co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
3.7. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

Senior Lecturer/Reader

3.8 Undertake a significant administrative role within the department
3.9 Lead and develop internal networks by chairing and/or playing a key role in department or College working groups or committees, as required.
3.10 Participate in external working groups, networks or collaborative projects.
3.11 Develop links with external contacts such as educational bodies, employers and professional bodies to foster collaboration.
3.12 Advise and provide support to less experience colleagues, taking on the role of mentor as appropriate
3.13 Act as external examiner for other institutions by agreement with the Head of Department
3.14 Contribute to the overall management of the department in areas such as budget management and business planning, as required.

4. Departmental Requirements

The person appointed will be expected to play a full part, consistent with a 0.5 appointment, in the teaching of composition in undergraduate (BMus, BA) and taught postgraduate (MMus) programmes, and associated examining. The appointee will be expected to undertake the supervision of appropriate research postgraduates (MPhil, PhD) in composition. The appointee will also be expected, in conjunction with appropriate colleagues, to encourage and facilitate the performance of new compositions by student and other composers through workshops and other activities.

The person appointed will be expected to engage in composition and to seek appropriate public dissemination by performance and publication, in support of and supported by the Department’s strategy for research; to attract research students and research funding; and to contribute to the Department’s national and international reputation through composition.

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. The appointee will be expected to undertake any other duties required by the
Head of Department that are commensurate with the post and grade.

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.