



JOB DESCRIPTION

Job Title:	Lecturer in Marketing
Department / Unit:	School of Management
Grade:	RHUL 8
Accountable to:	Head of School
Purpose of the Post	
<p>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 School's research strategy, with a growing reputation in their field of expertise. They will also participate in administration as requested by the Head of School.</p> <p>The key objectives and principal accountabilities for a lecturer are as follows:</p> <ul style="list-style-type: none"> • To design and deliver high quality teaching programmes and/or courses, including distance learning and overseas delivery. • 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. • To play a significant role in School and College activities including administrative duties as required. • 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). 	
Key Tasks	
<p>1. Research and Scholarship</p> <ul style="list-style-type: none"> • Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required. • Conduct individual and collaborative research projects. • Produce high quality research outputs for publication in recognised high profile journals, policy documents or monographs, and contribute to the School's REF submission. • Lead small research projects to include supervising the work of others and managing/monitoring a research budget. • Present at conferences and/or exhibit work at other appropriate events. • Identify sources of funding and contribute to the process of securing funds. • Be active in learned societies as appropriate. • Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study. 	

- Supervise PhD and other research students in line with disciplinary norms.
- Engage in continuous professional development.

2. Teaching, Learning and Student Support

- Deliver high quality teaching across a range of programmes/modules at all levels of student through lectures, tutorials, workshops and seminars. This may include distance learning and overseas delivery.
- 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.
- Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop own teaching materials, with guidance if required.
- Supervise the work of students, including field trips/placements where appropriate.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

3. Leadership, Enhancement, External Engagement and Impact

- Attend and contribute to School and College meetings.
- Assist with undergraduate and postgraduate recruitment.
- Participate in School or College working groups or Committees, as required.
- Engage in School activities such as attendance at open days or applicant visit days.
- Advise and provide support to less experienced colleagues.
- Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- Participate in external networks, for example 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.** Undertake additional duties, as required by the Head of School, consistent with the status and grading of the post.

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:

Students, other members of academic and administrative staff within the School and College and academics in the field in other institutions.