JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer in Minorities in Multi-Ethnic Britain</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>History</td>
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<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Head of Department</td>
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Purpose of the Post

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 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.

The key objectives and principal accountabilities are as follows:

1. To design and deliver high quality teaching to students at all levels.
2. To engage in individual and collaborative research activity resulting in high quality outputs.
3. To play a significant role in departmental and College activities including 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).

Key Tasks

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 contribute to the department’s REF submission to a satisfactory level.
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 exhibit work at other appropriate events.
1.6. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.

1.7. Engage in continuous professional development.

Teaching, Learning and Student Support

2.1. Plan and deliver high quality teaching across a range of modules to both undergraduate and postgraduate students through lectures, tutorials, practicals and seminars.

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.

2.3. Contribute to the development of innovative pedagogies within the Department, School, and College.

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

2.5. Undertake and complete administrative duties required in the professional delivery of teaching.

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.

2.9. Organise internships and other opportunities for students to gain employment-related experience and skills.

Administration

3.1. Attend and contribute to departmental and College meetings.

3.2. Participate in department or College working groups or Committees, as required.

3.3. Take responsibility for an area of departmental administration if requested by the Head of Department.

3.4. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.

4. Leadership, Enhancement, External Engagement and Impact

4.1. Attend and contribute to departmental and College meetings.

4.2. Assist with undergraduate and postgraduate recruitment.

4.3. Engage in departmental activities such as attendance at open days or departmental UCAS days.

4.4. Participate in external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, support grant and consultancy projects, and build relationships for future activities.
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.

**Internal and external relationships**

Main contacts are students, other members of academic and administrative staff within the department and College and staff of partner institutions such as schools.