JOB DESCRIPTION

Job Title:	Lecturer (Teaching and Research)
Department / Unit:	Information Security
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	n/a

Purpose of the Post

Lecturers are expected to undertake exciting research in information security, 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 requested by the Head of Department.

The post holder will:
- Design and deliver high quality teaching programmes.
- 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.
- Play a significant role in departmental, school and College activities including departmental 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 or others).

Key Tasks

Research and Scholarship
- 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 as per the discipline norms.
- 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.
- Lead research projects to include supervising the work of others and managing/monitoring a research budget.
- Contribute to supporting and presenting at conferences and/or exhibit work at other appropriate events.

- Identify sources of funding and lead or contribute to the process of securing funds for research or enterprise engagement.
- Participate 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.

Teaching
- Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, practical sessions, laboratories and seminars. This may include distance learning theory and 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.

Leadership, Enhancement, External Engagement and Impact
- To attend and actively contribute to departmental, school and College meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental, school or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To provide mentoring and support to less experienced colleagues.
- To engage in departmental activities such as open days or applicant visitor days etc.
- To participate in external networks, for example, 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.
- To engage and maintain continuous professional development.

Departmental Requirements
- To help drive forward research activity related to one or more of the departments research areas, and other strategic research priorities as advised by the Head of Department.

- Actively engage with the department's cyber security professional network, including industry, government and third sector organisations, as well as alumni and related events.
- To help lead and support events, initiatives and promotional activities to raise and maintain, the reputation and external profile of the department and support the recruitment of students and generate research and consultancy leads and income.

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:

Internal: Colleagues in the department and the College. Such colleagues will include: the Head of Department, the Director and research staff and its partners, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, Department Manager, Dean of the Faculty, members of the Senior Management Team and members of department and College Professional Services Teams

External: Schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate. To play a key role in external engagement for research, enterprise and employability by engaging/contributing to professional bodies, learned societies, College partnerships, national or international bodies, business and academia, including opportunities for student placement and employment.