



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Lecturer (Teaching Focused) in Organisation Studies and/or Human Resource Management
<b>Department / Unit:</b>	Department of Human Resource Management and Organisation Studies
<b>Job type</b>	Academic
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	Not Applicable
<b>Purpose of the Post</b>	
<p>To provide academic leadership in teaching. Post holders will teach and supervise students, taking full responsibility for the design, management and delivery of their teaching. They will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching context, including relevant theoretical literature and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy. They will play a significant and, where appropriate, leading role in Department, School and College activities, including administrative duties as required.</p>	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To 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.</li> <li>• To contribute to the teaching and assessment of Human Resource Management, Organisation Studies and/or Organisation Behaviour at Undergraduate and Taught Postgraduate levels, including supervision of Master's and Doctoral research.</li> <li>• To provide academic leadership to those working within programme areas, e.g. as a module 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.</li> <li>• To engage with up to date literature and expertise in their academic and/or professional field.</li> <li>• To lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.</li> <li>• To identify the learning needs of students studying independently online at all levels, define appropriate learning objectives, and lead the design and delivery of innovative teaching programmes to meet these needs.</li> </ul>	

- To regularly review programmes and courses to ensure excellence and coherence
- To provide constructive feedback, advice and pastoral care to students
- To engage in funded and unfunded teaching initiatives (which could include pedagogic research) and disseminate the outcomes in a variety of modes, including inside the College as well as outside
- To undertake and complete administrative duties required in the professional delivery of teaching.

#### **Leadership, Enhancement, External Engagement and Impact**

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and College meetings as appropriate.
- To assist with student recruitment.
- To advise and provide support to less experienced colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To engage and maintain continuous professional development.

#### **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 Head of Department that are commensurate with the grade.

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, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Head of School, 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 by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities for student placement and employment.