



JOB DESCRIPTION

Job Title:	Senior Lecturer (Teaching Focused) in Operations Management
Department / Unit:	Department of Digital Innovation & Management, School of Business and Management.
Job type	Full-time, Permanent
Grade:	9
Accountable to:	Head of Department
Accountable for:	N/A
Purpose of the Post	
To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching; especially online teaching. Post holders will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching, relevant academic literature, and research. They may publish work on aspects of operations management or 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.	
Key Tasks	
To contribute to the teaching and assessment of Operations Management at Undergraduate and Taught Postgraduate levels, including supervision of Master's and Doctoral research.	
Teaching	
<ul style="list-style-type: none"> • To engage with up to date literature and expertise in their academic and/or professional field. • To lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable. • 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. • To undertake module leadership for online courses and coordinate work of others to ensures courses are delivered effectively • 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 module leadership for Coursera Online Courses. This will include writing new materials, developing innovative online assessment methods and developing online video teaching materials.
- To provide feedback, advice and pastoral care to students.

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 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.