



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Lecturer (TF) in Organization Development and Consultancy
<b>Department / Unit:</b>	Department of Human Resource Management and Organisation Studies, School of Business and Management.
<b>Job type</b>	Academic (FT, Permanent)
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	N/A
<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>• Contribute to the teaching and assessment of Organization Development, Human Resource Management, Organisation Studies and/or Organisation Behavior at Undergraduate and Taught Postgraduate levels, including supervision of Master's and Doctoral research.</li> <li>• Engage with up to date literature and expertise in their academic and/or professional field.</li> <li>• Lead in the expansion of curriculum options in the area of organization development, consultancy and employability, working with others to ensure implementation as applicable.</li> <li>• Regularly review programmes and courses to ensure excellence and coherence</li> <li>• Provide constructive feedback, advice and pastoral care to students</li> <li>• 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</li> </ul>	
<b>Leadership, Enhancement, External Engagement and Citizenship</b>	

- Advise students and academic colleagues on engagement with external organizations in the private, civic and/or community sectors
- Play a full and active part in the administration of the Department and School, and their external promotion.
- Attend and actively contribute to Departmental and School meetings as appropriate.
- Contribute to the Department's and School's strategic planning, and, if required, contribute to University strategic planning processes.
- Assist with student recruitment including attendance at open days or applicant visitor days if required.
- Advise and provide support to less experienced colleagues, taking on the role of mentor as appropriate.
- 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 University. 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 University. 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.