

JOB DESCRIPTION

Job Title:	Lecturer in HRM/OS
Department / Unit:	HRMOS
Job type	Academic
Grade:	8
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. The postholder will undertake research in line with their departmental research strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • Design and deliver high quality teaching programmes and/or courses, informed by own expertise and research, ensuring teaching meets the needs of students. • Design and deliver innovative approaches to educational delivery, working with others to identify future training needs. • Actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable • Undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development. • Provide constructive feedback, advice and pastoral care to students 	
<p>Research and External Engagement</p> <ul style="list-style-type: none"> • Develop research objectives and proposals resulting in the publication of research outputs, suitable for REF inclusion. • Develop and submit research funding proposals to appropriate funding bodies, working with colleagues both internally, across the university and externally where appropriate. • Effectively present research findings to a wide range of stakeholders both internal and external to the university through conferences, review meetings and other options as appropriate. • Work with internal and external communities to apply research findings to enhance responsible business practice • Supervise PhD students as requested. 	

Enhancement and Support

- Play a full and active part in the administration of the Department and its external promotion.
- Attend and actively contribute to Departmental, School and university meetings as appropriate.
- Assist with student recruitment, including attendance at open days or applicant visitor days if required.
- Contribute to the Department and School's strategic planning, and, if required, university strategic planning processes, including participating in relevant working groups.
- Develop networks both internal and external to the university to develop research and teaching profile and funding opportunities individually and for the Department, School and wider university community
- 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 University. 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 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 University Professional Services Teams

External: National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.