



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Early Modern and/or Medieval Italian Studies
<b>Department / Unit:</b>	Department of Languages, Literatures and Cultures
<b>Job type</b>	Full Time, Permanent Variable
<b>Grade:</b>	8
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
<p>A new lecturer is required to teach and supervise at undergraduate and postgraduate level in Culture and/or Literary Studies in the fields of Early Modern or Medieval Italian Studies), (and other programmes in the department including Comparative Literature and Culture/World Literatures and/or Liberal Arts and/or International Film and or/ Visual Cultures) and to develop research projects for potential grant capture and publish to fulfil the requirements of the REF and the department's research strategy. Lecturers are also required to showcase the department to the wider public through external engagement activities and to show leadership in developing the department's strategy for the future and that of the School of Humanities. They will also participate in departmental administration as requested by the Head of Department. This post is specifically designed to contribute to the department's change agenda which seeks to embed innovative teaching, face to face and digitally; promote research that engages with the academy, students and the public in cross-disciplinary ways; and support those who show leadership potential in key areas such as recruitment, curriculum design, external engagement and/or research/impact strategy.</p>	
<b>Key Tasks</b>	
<p><b>Research</b></p> <ol style="list-style-type: none"> <li>1. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.</li> <li>2. Conduct individual and collaborative research projects.</li> <li>3. 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 an appropriate level.</li> <li>4. Develop and apply for research grants and show potential for producing successful bids.</li> <li>5. Present at conferences and/or exhibit work at other appropriate events.</li> <li>6. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.</li> <li>7. Engage in continuous professional development.</li> <li>8. Supervise postgraduate students as requested.</li> </ol>	

**Teaching, Learning and Student Support**

1. Plan and deliver high quality teaching across a range of modules to both undergraduate and postgraduate students through lectures, tutorials, seminars and other fora (including online, where appropriate).
2. Design and deliver strong and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate.
3. Contribute to the development of innovative pedagogies within the Department, School and College.
4. Supervise the work of students, including field trips/placements where appropriate.
5. Undertake and complete administrative duties required in the professional delivery of teaching.
6. Set, mark and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
7. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance/
8. Adopt an approachable, supportive and accessible attitude towards students, offering feedback and consultation hours, informal advice etc.
9. Organise internships and other opportunities for students to gain employment-related experience and skills.

**Administration**

1. Attend and contribute to departmental and College meetings
2. Participate in department or College working groups or Committees as required.
3. Take responsibility for departmental administration as requested by the Head of Department and show initiative in developing novel ways to contribute to the department.
4. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.

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

1. Undertake leadership roles which include the supervision of others and potentially managing/monitoring a budget.
2. Contribute to the development of the department's external engagement activities and strategy.
3. Make regular visits to schools to promote the department and encourage UG applications.
4. If appropriate, develop an impact case study which might be eligible for REF
5. Attend and contribute to departmental and College meetings.
6. Assist with undergraduate and postgraduate recruitment.
7. Engage in departmental activities such as attendance at open days or departmental UCAS days.
8. Participate in external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, support grant and consultancy projects, and To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.

**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: Students, other members of staff within the School/department and College, academics in other institutions and, where relevant, industrial or professional contacts, 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.