



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Lecturer in Logistics & Supply Chain Management
<b>Department / Unit:</b>	Digital Innovation & Management
<b>Job type</b>	Academic
<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 both teaching and research, with a sustained contribution to the field of logistics and supply chain management at national and international level. The post holder will support the management and strategic planning processes of the department and the College.</p> <p>The key objectives and principal accountabilities for a Senior Lecturer are as follows:</p> <ul style="list-style-type: none"> <li>• To design and deliver high-quality teaching programmes.</li> <li>• To engage in high-quality research activity, leading research projects or research initiatives in the department, including high quality publications to be submitted to the Research Excellence Framework (REF), or equivalent. Role holders will be expected to secure research funding, knowledge transfer partnership grants or third-stream income as appropriate, and contribute to the department's research strategy.</li> <li>• To support the management activities of the department and College, and undertake a key role in department or College working groups or committees, as required.</li> </ul>	
<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 design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>• Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs.</li> <li>• Supervise activities supporting teaching delivery including field trips/placements, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> </ul>	

- Provide academic leadership to those working within programme areas, e.g. as a course 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.
- To act as Personal Tutor ensuring appropriate support and advice is provided.
- To lead in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.
- To engage with up to date literature and expertise in their academic and/or professional field.
- 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 participate with departmental or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To act as external examiner for other institutions by agreement with the Head of Department
- To advise and provide support to less experience 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 build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- To participate and where appropriate lead external networks, for example on student recruitment, be active in learned societies and/or professional bodies, undertake external examining or work with exam boards secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- 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 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 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, UG & PG Departmental Leads, 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.