



JOB DESCRIPTION

Job Title:	Lecturer in Marketing (teaching and learning focus - Maternity cover)
Department / Unit:	Marketing
Job type	Fixed term
Grade:	8
Accountable to:	Head of Department
Accountable for:	
Purpose of the Post	
<p>This is a fixed term maternity post to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the management and delivery of teaching. They will also be required to contribute to the academic administration of the department. In particular the successful candidate might expect to be assigned teaching in Digital Marketing and Services Marketing and also to supervise dissertations.</p>	
Key Tasks	
<p>To deliver high quality teaching programmes and/or courses, utilising own expertise and research to inform design and delivery.</p> <ul style="list-style-type: none"> · To deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. · To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs. · To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development. · To act as personal tutor ensuring appropriate support and advice is provided. · To contribute to other areas of teaching as directed by the Head of Department in response to departmental need. 	

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 advise and provide support to less experience colleagues.
- 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 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, 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: 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