JOB DESCRIPTION

Job Title: Lecturer in Digital Engineering Management

Department / Unit: Electronic Engineering Department (EPMS)

Job type: Lecturer (Teaching Focussed)

Grade: RHUL 8

Accountable to: Director of Postgraduate and Distance Learning Education

Accountable for: Teaching, scholarship, management, and administration duties within the Department of Electronic Engineering

Purpose of the Post

Royal Holloway, through the Department of Electronic Engineering (also known as the EE Group) has been at the forefront of Electrical & Electronics and Engineering Management education since 2016 and has been delivering campus-based MSc Engineering Management and MSc Project Management programmes, along with UG BEng/MEng programmes in Electronics Engineering.

Key objectives and Accountabilities

1. To design, deliver and assess high quality teaching programmes, including where appropriate, delivery by distance learning.
2. To demonstrate and promote a high level of pedagogic or disciplinary scholarship, commensurate with the strategy and reputation of the department and the College.
3. To undertake teaching initiatives and other development work around teaching, learning and assessment.
4. To play a significant role in departmental, School and College activities including departmental administrative duties as required.
5. To play a role in external engagement and impact by contributing to professional bodies, learned societies, College partnerships, opportunities for student placement and employment, and other relevant institutions and groups, as appropriate.
6. To make a broad and sustained contribution to the discipline nationally and internationally, and to demonstrate sustained and exceptional performance in teaching and scholarship.

Key Tasks

1. Education
   a) Design and deliver high quality teaching across a range of programmes/modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practical and seminars, as appropriate. This may include delivery by distance learning.
   b) Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression, and reasoned argument.
Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.

Identify learning needs of students and define appropriate learning objectives.

Design and develop teaching materials, independently or in collaboration as required.

Supervise the work of students, including field trips / placements where appropriate.

Undertake and complete administrative duties required in the professional delivery of teaching.

Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

Undertake Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

Engage with up-to-date literature and expertise in their professional field.

Engage in teaching initiatives, whether internally or externally

Engage in continuous professional development within and/or outside the College.

Develop and engage with professional values linked to respect for diverse learners, widening access, evidence-based approaches, and acknowledgment of the broader context of higher education.

2. Leadership, Enhancement, External Engagement, and Impact

Attend and contribute to departmental, School and College meetings.

Participate in undergraduate and postgraduate recruitment, where required.

Take on roles related to the management of teaching in the department, and/or participate in department, School or College working groups or Committees, as required.

Engage in departmental activities such as attendance at open days or departmental UCAS and Postgraduate Open Evenings.

Advise and provide support to less experienced colleagues.

Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.

Participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, undertake external examining, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

3. Scholarship

Develop a high level of contributions to the discipline with outputs appropriate to the subject.

Maintain an active personal pedagogic research and scholarship plan consistent with the School of Engineering, Physical and Mathematical Sciences Research Strategy.

Make a positive contribution to appropriate research groupings and centres.

Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.

Present at conferences and/or exhibit work at other appropriate events.

Supervise research students in line with disciplinary norms.

Develop links with external contacts to foster collaboration and generate income.

Contribute to peer assessment.

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 (consistent with the status and grading of the post) 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.

<table>
<thead>
<tr>
<th>Internal and external relationships</th>
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The following list is not exhaustive, but the post holder will be required to liaise with:

**Internal**: Colleagues in the EE (the department), the School of Engineering Physical Mathematical Sciences and the College; together with members of the College research catalysts. Such colleagues could include: the Head of Department, Director of Teaching, Director of Research/Knowledge Exchange, 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, EE Employer Advisory Boards, Research Councils, Professional Bodies and the EE external professional and alumni networks.
This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post as outlined in the job description and forms the basis for the selecting a candidate.

**Job Title: Lecturer in Digital Engineering Management**  
**School: EE/EPMS**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL (E) or DESIRABLE (D)</th>
<th>TESTED BY (App Form, Interview, Presentation etc)</th>
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<tbody>
<tr>
<td><strong>QUALIFICATIONS AND TRAINING</strong></td>
<td></td>
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<tr>
<td>PhD in Engineering Management, Operations Management, or Industrial Engineering</td>
<td>E</td>
<td>App Form</td>
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<tr>
<td>Evidence of high-quality teaching in Engineering Management, Operations Management, Technology &amp; Innovation, Digital Engineering</td>
<td>E</td>
<td>App Form</td>
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<tr>
<td>Knowledge and understanding of Engineering Management, Operations Management, Technology and Digital Engineering</td>
<td>E</td>
<td>App Form and Interview</td>
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<tr>
<td><strong>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</strong></td>
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<tr>
<td>Potential to develop teaching in Digital Engineering Management on our PGT curriculum and to deliver engineering, operations, technology, and innovation management in our PGT courses</td>
<td>E</td>
<td>App Form and Interview</td>
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<tr>
<td>Experience of Research and Practice focussed student project supervisions for UG/PGT projects and dissertations</td>
<td>E</td>
<td>App Form and Interview</td>
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<td>Successful engagement with students and academic teams in conventional postgraduate taught programmes</td>
<td>E</td>
<td>App Form and Interview</td>
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<td>Clearly demonstrated experience in postgraduate development, including teaching &amp; learning, student experience, recruitment &amp; retention, and employability</td>
<td>E</td>
<td>App Form</td>
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<td>Ability to develop relationships with external stakeholders, individuals, and agencies</td>
<td>E</td>
<td>App Form and Interview</td>
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<td>Experience of effective team working, excellent communication skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues, and externals</td>
<td>E</td>
<td>App Form, presentation, and Interview</td>
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<tr>
<td><strong>RESEARCH EXPERIENCE (Desirable)</strong></td>
<td>D</td>
<td>App Form, Interview and writing samples</td>
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<td>Demonstrable high quality research potential with a clear future research strategy aligned to EE and EPMS School</td>
<td>D</td>
<td>App Form and Interview</td>
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<td>Research interests relevant to the EE and to college challenge-driven multi-disciplinary projects</td>
<td>D</td>
<td>App Form and Interview</td>
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<tr>
<td><strong>PERSONAL AND INTERPERSONAL QUALITIES</strong></td>
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<td>Excellent interpersonal skills, with the proven ability to teach and engage with students and colleagues</td>
<td>E</td>
<td>Interview</td>
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<tr>
<td>Excellent communication and presentation skills</td>
<td>E</td>
<td>Presentation/Interview</td>
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<td>Familiarity with aims, objectives, and broader activities within the department</td>
<td>E</td>
<td>Interview</td>
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