JOB DESCRIPTION

Job Title:	Lecturer
Department / Unit:	Computer Science
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 (including supervision of research students) 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 as requested by the Head of Department.

Key Tasks

Teaching

- To design and deliver high quality teaching programmes and/or courses, which may include distance-learning mode, utilising own expertise and research to inform design and delivery.
- To design and 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 placements if required.
- To set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- To act as personal tutor ensuring appropriate support and advice is provided.
- To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.
- To adopt an approachable and accessible attitude towards students, offering office hours, informal advice, etc.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.

Research

- To develop research objectives and proposals resulting in the publication of high-quality research outputs, suitable for REF inclusion.
- To conduct individual and collaborative research projects.
- To develop and submit research funding proposals to appropriate funding bodies, working with colleagues where appropriate, and manage research projects.
- To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.
- To effectively present research findings to a wide range of stakeholders both internal and external to the College through conferences, review meetings and other options as appropriate.
- To engage with internal research structures such as the college-level research catalysts, as appropriate
- To undertake and contribute to peer assessment as appropriate.
- To be active in learned societies as appropriate.
- To supervise PhD and other research students as requested.

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 assist with student placements.
- 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, applicant visitor days, taster days and science festivals.
- To develop networks both internal and external to the College to develop research and teaching profile and funding opportunities individually and for the department, College and field of research (i.e. educational bodies, specific research networks, professional bodies)
- 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 Undergraduate Education , 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.