

JOB DESCRIPTION

Job Title:	Lecturer in Politics
Department / Unit:	PIRP
Job type	Academic
Grade:	8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
To teach and supervise at undergraduate level, taking responsibility for the management and delivery of teaching. The postholder will undertake research 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.	
Key Tasks	
Teaching <ul style="list-style-type: none"> • To design and deliver high quality teaching programmes and/or courses, 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 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 actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable. • To contribute to other areas of teaching as directed by the Head of Department in response to departmental need. 	
Research <ul style="list-style-type: none"> • To develop research objectives and proposals resulting in the publication of research outputs in high quality journals or other outlets. • 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 undertake and contribute to peer assessment as appropriate. 	

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 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.