

JOB DESCRIPTION

Job Title:	Lecturer (Teaching and Research) in Physical Geography (Quaternary Science)
Department / Unit:	Department of Geography
Job type	Academic
Grade:	8
Accountable to:	Head of Department of Geography
Accountable for:	
Purpose of the Post	
<p>Lecturers (Teaching and Research) are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching, as well as engaging in high-quality research. They will also participate in departmental administration as requested by the Head of Department. Role holders will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching in their department, relevant academic literature in their field, and pedagogic research. They will be encouraged to engage with the wider research culture of the Department, School and College.</p> <p>The key objectives and principal accountabilities for a Lecturer (Teaching and Research) are as follows:</p> <ol style="list-style-type: none"> 1. To design, deliver and assess high-quality teaching. 2. To demonstrate and promote a high level of pedagogic and 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 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. 	
Key Tasks	

1. Teaching, Learning and Student Support

- 1.1. Design and deliver high-quality undergraduate teaching through: lectures, seminars, practicals, undergraduate dissertation advising and fieldwork.
- 1.2. Design and deliver high-quality teaching and dissertation supervision on the MSc in Quaternary Science
- 1.3. Design and deliver robust 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.
- 1.4. Plan and deliver high-quality teaching and feedback using a range of techniques to inspire and engage students.
- 1.5. Identify learning needs of students and define appropriate learning objectives.
- 1.6. Design and develop teaching materials, independently or in collaboration as required.
- 1.7. Supervise the work of students, including dissertations and field trips where appropriate.
- 1.8. Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- 1.10. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.12. Engage with up-to-date literature and expertise in their professional field.
- 1.13. Engage in teaching initiatives, whether internally or externally.
- 1.14. Engage in continuous professional development within and / or outside the College.
- 1.15. 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. Research and Scholarship

- 2.1. Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.
- 2.2. Conduct individual and collaborative research projects.
- 2.3. Produce high-quality research outputs for publication in monographs, recognised high-profile journals, policy documents, industry-related contexts or as performance/exhibition material as appropriate, and contribute to the department's REF submission to a satisfactory level.
- 2.4. Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
- 2.5. Present at conferences and/or exhibit work at other appropriate events.
- 2.6. Identify sources of funding and contribute to the process of securing funds.
- 2.7. To be active in learned societies as appropriate.
- 2.8. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- 2.9. Supervise PhD and other research students in line with disciplinary norms.
- 2.10. Engage in continuous professional development.

3. Leadership, Enhancement, External Engagement and Impact

- 3.1. Attend and contribute to Departmental, School and College meetings, as required.
- 3.2. Participate in undergraduate and postgraduate recruitment, where required.
- 3.3. 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.
- 3.4. Engage in departmental activities such as attendance at open days or departmental applicant visit days.
- 3.5. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- 3.6. Participate in external networks, for example contributing to student recruitment, being active in learned societies and/or professional bodies, securing student placements, marketing the institution, facilitating outreach work.

- 3.7. Identify and develop Impact (for example as part of a REF Impact case study) as part of their research portfolio, either individually or collectively

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: students, other members of academic and administrative staff within the Department, School and College, teachers in the field in other institutions, professional bodies and learned societies, and where relevant other professional or industrial contacts.