



JOB DESCRIPTION

Job Title:	Senior Lecturer in Operations Management
Department / Unit:	Digital Innovation and Management
Job type	Academic
Grade:	9
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>To provide academic leadership in both teaching and research, with a sustained contribution to the field and discipline of Operations Management at national and international level. The postholder will support the management and strategic planning processes of the department and the College.</p> <p>The key objectives and principal accountabilities for a Senior Lecturer are as follows:</p> <ul style="list-style-type: none"> • To design and deliver high-quality teaching programmes in Operations Management - covering operations and production efficiency, quality management, inventory and supply chain management, digital innovation in operations and analytics (referred to as the 'subject area' hereon). • To engage in high-quality research activity, leading research projects or research initiatives in the department, including high quality publications to be submitted to the Research Excellence Framework (REF), or equivalent. Role holders will be expected to secure research funding, third-stream income as appropriate, and contribute to the department's research strategy. • To support the management activities of the department and College, and undertake a key role in department or College working groups or committees, as required. 	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • To lead the design, development and delivery of a range of innovative programmes of study, at all levels, related to the subject area. • To regularly review programmes and courses in the subject area to ensure excellence and coherence. • To design and deliver innovative approaches to educational delivery in the subject area, working with others as appropriate to create a successful learning environment for students. 	

- Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs.
- Supervise activities supporting teaching delivery including field trips/placements, undertaking assessments ensuring that constructive feedback is provided to allow for development.
- Provide academic leadership to those working within programme areas, e.g. as a course leader, to include co-ordinating the work of others to ensure that courses are delivered effectively and/or organising the work of a team by agreeing objectives and work plans.
- To act as Personal Tutor ensuring appropriate support and advice is provided.
- To lead in the expansion of curriculum options in the subject area, working with others to ensure implementation as applicable.
- To undertake and complete administrative duties required in the professional delivery of teaching.

Research

- To be an externally recognised authority in the subject area with an international reputation.
- To produce high quality research outputs, for publication in monographs or recognised high quality journals or other significant outlets, and contribute to the department's REF submission to a significant level.
- To develop and submit research funding proposals to appropriate funding bodies as appropriate (e.g., UKRI), working with colleagues where appropriate.
- 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.
- Contribute effectively to Departmental research events and School Research Centres and/or College Research Catalysts.
- To develop links with external contacts such as other educational bodies, businesses, the public sector, and professional bodies, to foster collaboration and generate income.
- To undertake and contribute to peer assessment as appropriate.
- To supervise PhD studentships 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 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 act as external examiner for other institutions by agreement with the Head of Department
- To advise and provide support to less experience colleagues, taking on the role of mentor as appropriate.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.

- To lead and 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, and 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 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.

**ROYAL HOLLOWAY
University of London**

PERSON SPECIFICATION FORM

ROYAL HOLLOWAY		
University of London		
PERSON SPECIFICATION FORM		
POST TITLE: Senior Lecturer		
POST REFERENCE:		
CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to PhD level (or equivalent), completed or near to completion, in a relevant field.	E	Application form
Chartered membership	D	Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	E	Application form
RESEARCH EXPERIENCE		
Established record of high-quality publications in journals, press and other outlets.	E	Application form/Interview
Successful track record of attracting grant income and other financing for research.	D	Application form
Demonstrable high quality research potential with a clear future research strategy.	E	Application form/Presentation/Interview
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		

Experience of high-quality teaching at undergraduate and postgraduate levels.	E	Application form/Interview
Proven ability to manage own teaching, research and administrative duties.	E	Application form/Interview
Organisational skills to deliver management and administrative responsibilities implementing College and School strategies, support the academic mission or to develop projects.	E	Application form/Interview
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	Application form
PERSONAL AND INTERPERSONAL QUALITIES		
Successful development of relationships with external individuals and agencies.	E	Application form/Interview
Effective teamworking skills.	E	Presentation/Interview
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	E	Application form/Presentation/Interview
Organisational skills to deliver management and administrative responsibilities implementing College and School strategies, support the academic mission or to develop projects.	E	Application form/Presentation/Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	E	Presentation/Interview
CAPACITY FOR CAREER DEVELOPMENT		
A commitment to continuous personal development.	E	Interview