



JOB DESCRIPTION

Job Title:	Lecturer in Communications and Signal Processing
Department / Unit:	Electronic Engineering Department (EPMS)
Job type	Lecturer (Teaching Focussed)
Grade:	RHUL 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 teaching and scholarship in line with their departmental 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	
<p>1. Education</p> <ul style="list-style-type: none"> a) Design and deliver high quality teaching across courses/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 or travel between our two campuses. 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. c) Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students. d) Identify learning needs of students and define appropriate learning objectives. e) Design and develop teaching materials, independently or in collaboration as required. f) Supervise the work of students, including field trips / placements where appropriate. g) Undertake and complete administrative duties required in the professional delivery of teaching. h) Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students. i) 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. j) Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc. k) Engage in teaching initiatives, whether internally or externally, and in continuous professional development within and/ or outside the College. 	

- l) 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

- a) Attend and contribute to departmental, School and College meetings.
- b) Participate in undergraduate and postgraduate recruitment, where required.
- c) 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.
- d) Engage in departmental activities such as attendance at open days or departmental UCAS and Postgraduate Open Evenings.
- e) Advise and provide support to less experienced colleagues.
- f) Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- g) 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

- a) Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- b) Maintain an active personal pedagogic research and scholarship plan consistent with the School of Engineering, Physical and Mathematical Sciences Research Strategy.
- c) Make a positive contribution to appropriate research groupings and centres.
- d) Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- e) Present at conferences and/or exhibit work at other appropriate events.
- f) Supervise research students in line with disciplinary norms.
- g) Develop links with external contacts to foster collaboration and generate income.
- h) 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.

Internal and external relationships

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, Executive Dean, 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.