



## JOB DESCRIPTION

<b>Job Title:</b>	Reader
<b>Department / Unit:</b>	Physics
<b>Job type</b>	Academic
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>To make a broad and sustained contribution to the field and discipline nationally and internationally, and to demonstrate sustained and exceptional performance in research. The post holder will provide academic leadership in both teaching and research. They will support the management and strategic planning processes of the department and the University.</p> <p>The key objectives and principal accountabilities for a Reader are as follows:</p> <ul style="list-style-type: none"> <li>• To design and deliver high-quality teaching programmes.</li> <li>• 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.</li> <li>• To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, thirds sector).</li> </ul>	
<b>Key Tasks</b>	
<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• To be an externally recognised authority in the subject area with an international reputation.</li> <li>• To produce high quality research outputs, for publication in monographs or journals or other significant outlets, and contribute to the department's REF submission to a significant level.</li> <li>• To develop and submit research funding proposals to appropriate funding bodies as appropriate, working with colleagues where appropriate.</li> <li>• To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.</li> </ul>	

- To present at conferences and/or exhibit work at other appropriate events.
- To effectively present research findings to a wide range of stakeholders both internal and external to the University through conferences, review meetings and other options as appropriate.
- 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.

### **Teaching**

- To lead the design, development and delivery of a range of innovative programmes of study at all levels, to include the regular review of programmes and courses to ensure excellence and coherence.
- To design and deliver innovative approaches to educational delivery, 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 this area, working with others to ensure implementation as applicable.
- To undertake and complete administrative duties required in the professional delivery of teaching.

### **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 University meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to University 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 University to develop research and teaching profile and funding opportunities individually and for the department, University and field of research i.e. educational bodies, specific research networks, and professional bodies.
- To engage and maintain continuous professional development.

<b>Other Duties</b>
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
<b>Internal and external relationships</b>
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p><b>Internal:</b> Colleagues in the department and the University. 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, Executive Dean of School, members of the Senior Management Team and members of department and University Professional Services Teams</p> <p><b>External:</b> 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.</p>

**Job Title:** Reader

	Essential	Desirable
<p><b>Knowledge, Education, Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Educated to Master's/higher degree level (or equivalent) in a relevant subject.</li> <li>• Educated to PhD level in relevant field</li> <li>• A recognised teaching qualification/training in either FE or HE teaching or evidence of working towards such a qualification</li> <li>• Masters degree</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p><b>Skills and/or Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to demonstrate development and successful delivery of excellent teaching and development of education agenda.</li> <li>• Ability to communicate complex concepts and ideas in an understandable, empathetic, dynamic and flexible way</li> <li>• Ability to use a range of media to facilitate learning</li> <li>• Ability to motivate and inspire students to engage in academic study and fulfil their academic potential</li> <li>• Strong interpersonal skills with the ability to build and maintain strong working relationships and work collaboratively and independently as required</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

<ul style="list-style-type: none"> <li>• Ability to contribute to the enhancement of the programme via peer review and critique</li> <li>• Strong administrative skills to allow delivery and support of role.</li> <li>• Excellent communication skills – verbal and written</li> <li>• Excellent presentation skills</li> <li>• The ability to effectively negotiate and influence others to allow for successful delivery of the role</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant evidence of demonstrating high quality research outputs including significant and sustained grant funding and publications</li> <li>• Experience of clear research strategy</li> <li>• Significant experience of academic leadership</li> <li>• Significant experience of managing own research and teaching to achieve high quality outputs, successful feedback and achievement of educational agenda</li> <li>• Direct experience of successful course development and delivery at both undergraduate and post graduate level</li> <li>• Significant experience of working well with others and independently to achieve objectives</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• A commitment to continuous personal development.</li> <li>• A commitment to building internal and external networks to develop the area of study</li> </ul>	<p>X</p> <p>X</p>	