



JOB DESCRIPTION

Job Title:	Lecturer
Department / Unit:	Physics
Job type	Academic
Grade:	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 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	
<p>Teaching</p> <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. 	
<p>Research</p> <ul style="list-style-type: none"> • To develop research objectives and proposals resulting in the publication of research outputs, suitable for REF inclusion. • To develop and submit research funding proposals to appropriate funding bodies, 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 University through conferences, review meetings and other options as appropriate.
- 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 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 advise and provide support to less experience colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To 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, 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 University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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 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

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.

PERSON SPECIFICATION FORM

POST TITLE: Lecturer	
POST REFERENCE:	
CRITERIA	ESSENTIAL (E) or DESIRABLE (D)
QUALIFICATIONS AND TRAINING	
Educated to PhD level (or equivalent), completed or near to completion, in a relevant field.	E
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	D
RESEARCH EXPERIENCE	
Established record of high-quality publications in journals, press and other outlets consistent with REF quality targets.	E
Successful track record of attracting grant income and other financing for research.	D
Demonstrable high quality research potential with a clear future research strategy.	E
Strong, demonstrable research record.	E
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE	
Experience in high quality teaching at undergraduate and/or postgraduate level in Physics.	E
Proven ability to manage own teaching, research and administrative duties.	E
Experience in supervising projects at undergraduate and/or postgraduate level in Physics	D
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	D

Experience of instrument development and/or detector design.	D
PERSONAL AND INTERPERSONAL QUALITIES	
Successful development of relationships with external individuals and agencies.	E
Effective teamworking skills.	E
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	D
Organisational skills to deliver management and administrative responsibilities implementing University and School strategies, support the academic mission or to develop projects.	D
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	E
A commitment to continuous personal development.	E