



## JOB DESCRIPTION

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| <b>Job Title:</b>   | Lecturer in Law                                |
| <b>Department / Unit:</b>   | Law and Criminology                            |
| <b>Job type</b>   | Academic (Teaching Focussed) – Maternity Cover |
| <b>Grade:</b>   | RHUL 8   |
| <b>Accountable to:</b>  | Head of Department                             |
| <b>Accountable for:</b>   | n/a  |
| <b>Purpose of the Post</b>  |  |
| 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.  |  |
| <b>Key Tasks</b>  |  |
| <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To design and deliver high quality teaching across modules and courses to all levels of undergraduate and postgraduate students (<b>but in particular undergraduate teaching in land law and English Legal System</b>) through lectures, seminars, workshops, tutorials, supervisions and other practical activities as appropriate. This may include travel between our campuses.</li> <li>• To design and deliver high quality teaching programmes and/or courses (where appropriate), utilising own expertise and research to inform design and delivery and providing comprehensive feedback to students to allow development and improvement.</li> <li>• To design and deliver sound and where appropriate innovative approaches to educational delivery and learning experience for students, working with others as appropriate to create a successful learning environment for students.</li> <li>• To ensure the design and delivery of teaching materials (undertaken individually or in collaboration) meets the needs of students and fosters debate whilst working with others to identify future training and employment needs of our students.</li> <li>• To set, mark and assess submitted work and examinations undertaken by students and to design appropriate assessment methods and criteria to meet learning outcomes.</li> <li>• Undertake personal tutor duties and/or provide first line support for academic and pastoral issues faced by students, referring on to appropriate university services when necessary.</li> <li>• Adopt an approachable and accessible attitude towards students, offering office hours, informal advice and other student support.</li> </ul> |  |

- To undertake activities supporting teaching delivery including supervising field trips/placements if required.
- 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 engage in scholarly activities whether internal or external to the university as part of continuous professional development.
- To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.

### **Scholarship**

- To develop a high level of contributions to the discipline through pedagogical outputs appropriate to the discipline.
- Maintain an active pedagogic research and scholarship plan consistent with the School of Law and Social Science and University strategy on teaching and research.
- Where appropriate to develop and submit 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/scholarship findings to a wide range of stakeholders both internal and external through conferences, review meetings and other options as appropriate.
- Make a positive contribution to scholarship/research groupings and/or centres.
- Develop links with external contacts to foster collaboration.
- To undertake and contribute to peer assessment as appropriate.
- To supervise PhD studentships as requested.

### **Leadership, Enhancement, External Engagement and Impact**

- Attend and contribute to departmental, school and university meetings and working groups.
- Participate in undergraduate and postgraduate meetings where required.
- To play a full and active part in the administration of the department and its external promotion including undertaking administrative roles related to management of teaching and assessment in the department.
- To assist with student recruitment including attending open days or applicant days or postgraduate open evenings.
- To participate with departmental or university working groups as required.
- Where appropriate, to mentor and provide support to less experienced members of staff.
- 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 provide research leadership by for example, being active in learned societies and/or professional bodies, undertaking external examining, developing networks both internal and external to the university, securing student placements, helping to publicise and market the school, department and university, generally developing 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 (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 department and the university. Such colleagues will include: the Executive Dean, Head of Department, Subject Heads, Undergraduate Educational Lead, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, 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, Advisory Boards and Research Councils professional bodies and external professional and alumni networks.