



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer (Teaching & Research)
<b>Department / Unit:</b>	Computer Science
<b>Job type</b>	Permanent, Full time - Academic
<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 and associated impact development in line with the departmental research and knowledge exchange 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>Education</b></p> <ul style="list-style-type: none"> <li>• To design and deliver high quality teaching programmes and/or courses, which may include distance-learning, utilising their own expertise and research to inform design and delivery.</li> <li>• To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>• To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.</li> <li>• 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.</li> <li>• To set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.</li> <li>• To act as personal tutor ensuring appropriate support and advice is provided.</li> <li>• To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>• To adopt an approachable and accessible attitude towards students, offering office hours, informal advice, etc.</li> <li>• Undertake and complete administrative duties required in the professional delivery of teaching.</li> <li>• To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.</li> </ul>	

### Research

- To develop research objectives and proposals resulting in the publication of high-quality research outputs, suitable for REF inclusion.
- To conduct individual and collaborative research projects.
- To develop and submit research funding proposals to appropriate funding bodies, working with colleagues where appropriate, and to manage research projects.
- 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 and other research students 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 and student placements.
- 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 experienced colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days, applicant visitor days, taster days and science festivals.
- 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

**DEPARTMENT:** Computer Science

**POST REFERENCE:**

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
<b>QUALIFICATIONS AND TRAINING</b>		
Educated to PhD level (or equivalent), completed or near to completion, in a relevant field. (It is expected that the appointee will have their PhD awarded within 4 months of the start date.)	E	Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	D	Application form
<b>RESEARCH EXPERIENCE</b>		
Established record of high-quality publications in journals, press and other outlets consistent with REF quality targets.	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/Interview
Demonstrable high quality impact potential with a clear future impact strategy.	E	Application form/Interview
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>		
Experience in high quality teaching at undergraduate and/or postgraduate level in Computer Science.	E	Application form
Ability to supervise Computer Science projects in a broad range of topics both at undergraduate and/or postgraduate level.	E	Interview

Proven ability to manage own teaching, research and administrative activities as commensurate with career stage and background.	E	Application form
<b>PERSONAL AND INTERPERSONAL QUALITIES</b>		
Successful development of relationships with external individuals and agencies.	E	Application form
Effective teamworking skills.	E	Interview
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	E	Interview
Organisational skills to deliver management and administrative responsibilities implementing University and School strategies, support the academic mission or to develop projects.	E	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	Interview
Ability to co-ordinate with others to ensure student learning and teaching needs and expectations are met.	E	Interview
<b>CAPACITY FOR CAREER DEVELOPMENT</b>		
A commitment to continuous personal development.	E	Interview
<b>OTHER REQUIREMENTS</b>		
Demonstrable commitment to equality, diversity, and inclusion.	E	Interview