

JOB DESCRIPTION

Job Title: Lecturer International Relations

Grade: AC2

Department: School of Humanities and Social sciences

Responsible to: Academic Portfolio Leader for Politics and International Relations portfolio

Responsible for: N/A

Key Contacts: Head of School; Deputy Head of School; Associate Heads of School (Research and Knowledge Exchange; Student Success)

Standard Occupational Classification (SoC code) : 2311

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

To conduct high quality research and teaching on undergraduate and postgraduate programmes in Politics and International Relations.

The role will focus on delivering high quality education in a variety of formats as well as research and enterprise activities. The person appointed will be expected to:

- Contribute to the delivery of existing teaching, course development, and to participate in the research carried out in the School and Faculty.
- Contribute more widely to the design and delivery of teaching activities, as appropriate to the successful candidate's subject specialism and the needs of a diverse student body.
- Engage in research and practice across the subject area and contribute to the research profile of the school and to future REF submissions as appropriate.

KEY ACCOUNTABILITIES

Team Specific:

- Contribute to/lead the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment.
- Work proactively on specific research topics aligned to your own and the school's research interests.
- Lead on academic tutoring of undergraduate and postgraduate students.
- Contribute to curriculum development within the school.
- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work.
- Contribute to the research profile of the school and to future REF submissions as appropriate.
- Contribute to the development of funding bids which contribute to the acquisition of internal and external resources to fund research, enterprise or teaching projects.
- Contribute to the continuous improvement of the student experience or Lead modules effectively including adopting a responsive approach to students.
- Effective cross working with Professional Services to support students.
- Maintain effective, high quality and productive working relationships with professional bodies and employers.
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business, industry/professional bodies in relation to teaching, research or enterprise.
- Supervise undergraduate and postgraduate students as appropriate.
- Work with other academics and lead the development of new courses, programmes and learning experiences in the school's discipline areas, developing the subject area and sharing best practice across the Faculty and University.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Contribute to the general academic administrative work of the School of Humanities and Social Sciences and the Faculty of Law, Arts and Social Sciences.

Generic:

- Assist the Politics and International Relations Team to achieve the School's KPIs.
- Contribute to School plans, activities and efficient working practices.
- Participate in visit to schools, local community groups, public engagements and related activity.

- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and/or engagement with university initiatives.
- Contribute to peer review and School-based teaching development activities.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.

Managing Self:

- Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction.
- Seek to maximise the learning outcomes of students.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the School of Humanities and Social Sciences delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Academic Portfolio Lead as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- Students; Academic Colleagues; Head of School; Deputy Head of School; Associate Heads of School (Research and Knowledge Exchange; Student Success), Professional Services staff, research community in area of subject specialism; teaching community in areas of best practice; practitioners in subject specialism.

PERSON SPECIFICATION**EXPERIENCE:****Essential Criteria**

- Delivery of high quality and innovative teaching of International Relations at undergraduate and postgraduate level.
- Leading courses/modules effectively including adopting a responsive approach to students.
- Contributing to subject, professional and/or pedagogical research and other scholarly activities in the field of International Relations.
- Engaging in student care and pastoral provision.

Desirable Criteria

- Postgraduate research supervision.
- Creating professional/community partnerships.
- Ability to teach across disciplines.
- Designing and leading significant teaching and assessment activity.
- High quality publications.
- Experience and knowledge of blended learning practices.
- Application for research funding and other bids.

SKILLS:**Essential Criteria**

- Outstanding organisational and IT skills.
- Excellent communication, interpersonal and teamwork skills
- A reflective approach which includes an ability to engage with and respond to feedback.
- Ability to undertake administrative duties associated with teaching, learning and assessment.

Desirable Criteria

- Curriculum development in relevant field.
- Ability to engage with key senior professional stakeholders in external bodies at a local level.

QUALIFICATIONS:**Essential Criteria**

- PhD in International Relations or a related field.

Desirable Criteria

- Fellowship of a relevant professional body.
- Teaching qualification.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.