



Core Job Information

Job Title	Lecturer		
School	School of Physics and Astronomy	Faculty	Science & Engineering
Career Family	Academic	Grade	5/6
Working hours per week	35	Appointment period	Indefinite
Reports to (job title)	Head of School	Current location	Mile End

Job Purpose

To contribute to the delivery of high-quality research, teaching, scholarship, and administration through:

- Making significant research contributions to the field
- Teaching and the assessment of student achievement
- Contributing to the administration of these and other College activities.

The postholder must actively contribute to knowledge creation and dissemination that fits with the overall School and University strategy. This will include developing research proposals independently or in collaboration, seeking out research funding, and writing publications of high standard suitable for submission to Research Assessments. Effective teaching and supervising of postgraduate and undergraduate students are also a key requirement of the role.

The postholder will be actively involved in ongoing course developments and improvements to the School's internal and external reputation on teaching, research and administration.

The postholder will be required to undertake some administration functions within the School such as involvement in timetabling and assessment, marketing to and recruitment of students and overall support of activities that facilitate the effective operation of the School and programmes of study within.

Knowledge, Skills & Experience

	Requirements	Essential/Desirable
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent experience • Postdoctoral degree or relevant professional qualification or equivalent professional experience 	E E
Experience	<ul style="list-style-type: none"> • Experience of undergraduate teaching appropriate to the level of appointment • Demonstrable experience in research with an appropriate publication record for the level of entry • Consistent experience of contributions to new developments in their field • Experience of and/or potential for securing funding for personal research 	E (all)
Knowledge, skills & abilities	<ul style="list-style-type: none"> • Evidence of ongoing research activity at a high level within experimental particle physics • Proven experience of research in experimental particle physics • Strong background through achievement in the main core areas of activity in the Particle Physics Research Centre –experiment design, construction and operation, software development and data analysis plus strong evidence of current and likely future involvement in these areas • Appropriate level of skill in use of IT 	E (all)

	<ul style="list-style-type: none"> • Ability to work independently and to show initiative • Ability to prioritise and balance competing demands • Responsive to feedback • Ability to play a role, both singly and collaboratively, in applying for grant funding for research as appropriate to discipline • Presentation of specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists • Ability to teach at any level within area of expertise, and across a range of subjects at a more introductory level, and demonstrate enthusiasm and commitment in the process of teaching • Potential and/or ability to communicate science to non-specialist audiences in outreach work • Able to effectively organise working time between research, teaching and administration 	
Attitude & disposition	<ul style="list-style-type: none"> • Ability to communicate effectively • Willingness to assume appropriate load of teaching and administration • Flexible and co-operative approach to colleagues • Able to carry out duties in a professional manner • A demonstrable ability to cope with multiple demands on time for different stakeholders • Able and willing to teach undergraduate and postgraduate courses at all levels 	E (all)
Other circumstances	<ul style="list-style-type: none"> • May involve working in a laboratory in either national or international Research Centres to carry out research and teaching duties 	

Working Environment

Research

1. Obtain new knowledge by experimental and/or theoretical methods. Engage actively in research at a high level in the subject area.
2. Ensure appropriate dissemination of research by scholarly publication or other outputs appropriate to the relevant academic discipline.
3. Support and supervise the work of research students as appropriate.
4. Submit, singly or jointly with colleagues, proposals to funding bodies (including research councils, government, private sector and public sector collaborators) for the financial support of research and manage those grants as appropriate.
5. Collaborate with colleagues in research activities, where appropriate, both internally within Queen Mary and externally with other Higher Education Institutes and/or non-academic organisations.
6. Play a part in developing national and international research links
7. Prepare and present papers and other research outputs in national and international seminars, conferences, workshops and other events.
8. Monitor research findings with a view to commercial exploitation, and to inform the Head of School and Head of Innovation and Enterprise of any appropriate novel research outcomes.

Teaching

1. Organise and undertake teaching in the School as agreed with the Head of the School; this includes providing lectures, classes, and seminars, in a variety of combinations.
2. Contribute to innovations in teaching and learning through the development of teaching materials, of forms of pedagogy, or of appropriate teaching collaborations

3. Set and mark examinations and coursework as appropriate, including attending examiners' meetings.
4. Supervise teaching assistants and other teaching support staff as may be required.
5. Take pastoral responsibility for students in the School, as assigned and to support students in key aspects of personal development planning and the acquisition of relevant skills.

Administration and Management

1. Carry out such School and/or College administrative tasks as may be required by the Head of School.
2. Attend School meetings as required as well other relevant College meetings and boards, as agreed with the Head of School.

Other

1. Comply with relevant College policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
2. Participate in the College Appraisal Scheme (QMPAS) and any other contribution discussion and initiatives and demonstrate a commitment to continuing professional development.
3. The postholder will be expected to undertake reasonable annual objectives as set by their Head of School.
4. Undertake such other reasonable duties as may be required by the Head of School from time to time.

Freedom to Act & Decision Making

- To work on own initiative, organise and prioritise own and School staff workload
- Responsible for strategic and operational decision making
- Prioritise workloads to ensure deadlines are met using skill and judgement with reference to School priorities and through delegation to support staff
- Lead a major section of staff, and monitor and review performance over time, identifying areas of improvement in structure, practices, policies and technology.

Research

- Use expertise, experience and judgement to decide how to design and execute research work.

Teaching

- Use experience and knowledge (and an understanding of students' backgrounds and abilities) to design, deliver and assess teaching and learning

Communication & Networking

With staff at Queen Mary within Research Centre:

- Interact with research collaborators, in order to achieve research objectives and generate outputs (e.g. publications, presentations).
- Liaise with academic colleagues over collaborative teaching, orally and in writing, in order to ensure efficient and successful course delivery as appropriate.
- Liaise with, instruct and support part-time staff who contribute to School teaching programmes through written communication, formal and informal oral discussions and appraisal. Both preceding and during term time.
- Contribute to groups such as Staff Student Liaison Committee, or Teaching and Learning Committee,

With staff at Queen Mary outside the Research Centre:

- Liaise with other administrative Schools in the College in order to support effective research, (e.g. Research Grants Administration and the Joint Research Office), teaching (e.g. Information Services, Learning Disabilities Support Group or the Registry), and knowledge transfer (e.g. Innovation and Enterprise regarding Intellectual Property protection, exploitation and other Knowledge Transfer).

With students:

- Support, teach, advise and facilitate the learning of students in formal teaching sessions (e.g. lectures, seminars, fieldwork, tutorials, and one-to-one supervision) to help them achieve their best potential. Oral instruction, discussion, advice and response, written notes, questions, comments and feedback in a variety of media. Both in term time, and to a more limited extent, out of term time. Capacity to act as personal tutor to students.

With external contacts:

1. Establish links with academic-related organisations, such as publishers, journals, research councils, charities and other HEIs, in order to:
 - Edit and review scholarly journals
 - Act as member of peer review panels and colleges
 - Collaborate with external colleagues on research projects, in the UK and abroad
 - Administer research networks
 - Organise collaborative conferences
2. Develop relationships with external organisations to maximise opportunities for Knowledge Transfer, for example:
 - Industrial research
 - External teaching collaborations
 - Student placements with external organisations
 - Consultancy or policy advice given to business, professional bodies, government or regulatory bodies, not-for-profit organisations, or other users of research

Finance/Resource Management

- Plan resources for both the immediate and long term, taking account of business plans and the School and College's strategic plans
- Responsible for obtaining income and managing own research funds typically £50,000 - £250,000 per annum

People Management

- Responsible for typically 2 PhD students and up to 2 Research Assistants.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.