

JOB DESCRIPTION



Job Title:	Lecturer in Asia Pacific Studies
School/Service:	School of Language and Global Studies
Grade:	H
Responsible to:	Head of School

Job Purpose:

To contribute to, the areas of academic course development and management, teaching, research, and scholarship in Asia Pacific Studies, including the Pacific Rim, South-East Asia, and the Russian Far East.

Main Duties and Responsibilities:

1. To make a contribution to achieving the academic objectives in the School through teaching, research and income generating activities.
2. To act as module leader for a number of identified modules.
3. To undertake administrative duties relevant to module leadership (administer course registers, assessment records, learning programmes and other records).
4. To engage with the recruitment of students onto courses and to provide appropriate advice on progression and career opportunities.
5. To adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.
6. To contribute to the development of the School's commercial activities, including consultancy, training and funded projects.
7. To participate in research as an individual or part of a team.
8. To develop and consolidate contacts with industry/employers and other external organisation.
9. To undertake any other duties relevant to the School's activities and commensurate with the level of the post, as directed by the Associate Head/designated Division Leader.

Signed:		Date:	
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PERSON SPECIFICATION

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Attributes	Essential	Desirable	Measured By
Work Experience	Experience of teaching Asia Pacific Studies in a higher education environment.		Application Form / Interview
Education/ Qualifications	PhD (or near completion) in a related field or equivalent research experience.	Professional teaching qualification or fellow membership of the UK Higher Education Academy REF-able publications in an area of the Pacific Rim/South-East Asia/Russian Far East	Application Form
Skills/ Abilities	Knowledge and expertise in China, Japan, Korea or Russian Far-East Excellent presentation and communication skills. Ability to develop flexible and innovative teaching methods and materials. Practical knowledge of assessment and quality assurance instruments used in higher education. Ability to work on own initiative as well as part of a team.	Working knowledge of a major language of the region. Excellent networking skills. Ability to develop online and mobile learning materials and familiarity with virtual learning environment systems. Knowledge of UK HE QAA procedures.	Application Form and Interview
Other	An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours. Awareness of, and sensitivity to, the culture of the School and University.	A willingness to engage in international activities/visits on behalf of the University.	Application Form and Interview