

## THE POST

<b>College /Service:</b>	<b>College of Humanities</b> <a href="http://humanities.exeter.ac.uk/">http://humanities.exeter.ac.uk/</a>
<b>Post:</b>	<b>Lecturer in Digital History (Education &amp; Research)</b>
<b>Reference No:</b>	<b>P57178</b>
<b>Grade:</b>	<b>F</b>
<b>Reporting To:</b>	<b>Head of History</b>

The above full time post is available from 1<sup>st</sup> September 2017 in the College of Humanities on a permanent basis.

## Job Description

### ***Main duties and accountabilities***

1. To fulfil research, teaching and administration duties as a lecturer in Digital History and the Digital Humanities more generally.
2. To extend the research profile of History and related areas, especially in the area of Digital History/Digital Humanities learning, attracting and supervising postdoctoral researchers and postgraduate research students.
3. To collaborate with colleagues both within the College and the University of Exeter as a whole in order to develop and support Digital History research programmes and the College's research programme.
4. To contribute to the general operation of the College as a member of its academic team.

### ***Research***

1. To conduct independent research and act as principal investigator and project leader, and in so doing:  
  
Enhance the College's international reputation through research publications of appropriate quantity and quality, and contribute to worldwide debate at national and international conferences, and  
  
Win research earnings through carefully prepared and successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.
2. To supervise research projects, managing any dedicated research staff and postgraduate research students, and provide the mentorship to enable staff and students to develop their skills and academic careers.
3. To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as good postgraduate research students.
4. To contribute to the further and ongoing development of historical research at Exeter, especially the area of Digital History/Digital Humanities.

### ***Teaching***

To deliver mainly undergraduate courses to appropriate academic standards such that:

1. Knowledge acquired from research translates to teaching
2. Students are challenged but also tutored and supported with individual care
3. Teaching and learning techniques are innovative and inspiring
4. Students are supervised appropriately
5. Assessment criteria are appropriate, and fairly applied with results fed back to students appropriately
6. Module content is continuously reviewed to identify areas for improvement
7. Digital Humanities methods are embedded into the curriculum

### **General**

To contribute to the overall general and academic management in the College by undertaking activities that may be required such as:

1. Developing overall academic content and structure of modules with colleagues
2. Developing ideas for generating income and promoting both the College in general and in terms of building History's reputation in the field of Digital History/Digital Humanities
3. Supporting admissions processes and procedures
4. Supporting examinations processes and procedures
5. Contributing to the work of College committees
6. Contributing to accreditation and quality control processes
7. Contributing to strategic planning

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

The successful applicant will have an independent research programme that will strengthen and complement the existing team at the University. He/she will be able to demonstrate the following qualities and characteristics:

1. PhD (or nearing completion) or equivalent in History
2. Sufficient knowledge of Digital History/Digital Humanities to develop teaching and research programmes
3. A strong record in attracting research funding, or demonstrable potential to attract such funding.
4. Teamwork skills to work in collaboration with existing group members
5. An active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally with other educational bodies, professional institutions and employers
6. The attitude and ability to engage in continuous professional development
7. The aptitude to develop familiarity with a variety of strategies to promote and assess learning
8. Enthusiasm for delivering undergraduate programmes

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Professor Richard Toye, telephone (01392) 723296 or email [r.toye@exeter.ac.uk](mailto:r.toye@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be from £33,943 per annum within the Grade F band (£33,943 - £38,183).

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Professional Development Programme**

New Lecturers at the University of Exeter are appointed to a Professional Development Programme providing for

- confirmation of appointment within three years (probation) and
- progression to Senior Lecturer within a further two/three years after confirmation of appointment.

For further details of the probation and progression criteria and process see the Exeter Academic website <http://www.exeter.ac.uk/staff/exeteracademic/>.

On confirmation of appointment you will receive an additional increment within grade F and you will proceed to grade G on progression to Senior Lecturer.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members). The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **15<sup>th</sup> May 2017**. We expect to hold interviews in Exeter on **14<sup>th</sup> June 2017**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources,

Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.