

THE POST

College /Service: College of Social Sciences and International Studies -
<http://socialsciences.exeter.ac.uk/politics/>

Post: Lecturer Politics (Education & Research)

Reference No: R11272

Grade: F

Reporting To: Dean of College

The above full time post is available from September 2012 in the College of Social Sciences and International Studies in the Department of Politics.

Main duties and accountabilities:

1. To fulfil research, teaching and administration duties as a lecturer in politics.
2. To extend the research profile of Politics and related areas, especially in the area of comparative politics or political behaviour learning, attracting and supervising post-doctorate 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 Politics 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 Politics research at Exeter, especially the area of comparative politics or political behaviour.

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

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 Politics in particular comparative politics or political behaviour.
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 in political science.
2. Sufficient knowledge of politics 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 Oliver James (tel: 01392 264504, email: o.james@exeter.ac.uk).

Additional Information Relating to the Post

Salary

The starting salary will be on Grade F, £31,948 per annum, points 32 to 39, subject to knowledge, skills and experience. Progression beyond point 36 is subject to performance in the role.

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 of up to five years providing for progression to Senior Lecturer (grade G), subject to satisfactory performance. Personal goals and objectives will be agreed with the Dean of College to cover the areas of teaching, research, business and community relations, and administration and a structured programme of professional development will be agreed. Further details about the Professional Development Programme can be found at:

<http://www.exeter.ac.uk/staff/employment/academicroles/youteachandresearch/lecturer/professionaldevelopmentprogrammepdp/> together with details of the appropriate targets at:

To view the Social Sciences target [click here](#).

There will be accelerated incremental progression after three and five years subject to satisfactory performance.

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 links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>. 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.

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.

The USS is a contracted-out scheme and with effect from 01/10/2011 will have two benefit sections. To find out more about the structure of the scheme and which section is applicable for you please visit the USS web site at www.uss.co.uk and read the information for new entrants.

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; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

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 **24th June 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **R11272** in any correspondence.

We expect to hold interviews in Exeter on **11th July 2012**.

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.