



## THE POST

<b>College/Service:</b>	<b>College of Social Sciences and International Studies</b> <a href="http://socialsciences.exeter.ac.uk/">http://socialsciences.exeter.ac.uk/</a>
<b>Post:</b>	<b>Lecturer in Quantitative International Relations (Education and Research)</b>
<b>Reference No:</b>	<b>R45789</b>
<b>Grade:</b>	<b>F</b>
<b>HERA:</b>	<b>LEC</b>
<b>Reporting to:</b>	<b>Dean of College</b>

The above full time permanent post is available from 1 January 2015 in the College of Social Sciences and International Studies.

### **Job Description**

To further strengthen our expertise in International Relations and Political Science, the College is seeking to appoint a full time permanent Lecturer in Quantitative International Relations.

We seek to appoint someone whose primary field within Political Science is International Relations (or related field) and whose approach and publications demonstrate advanced proficiency in quantitative methods. The area of specialism is open but we would be particularly interested in attracting applications from candidates who work in the any of the following areas: international criminal justice, ethnic conflict, security (e.g. cyber security), the role of domestic politics in international relations (e.g. election violence), and international political economy.

This post is part of the University of Exeter Q-Step Centre. Q-Step is a £19.5 million programme designed to promote a step-change in quantitative social science training. Exeter is one of fifteen universities across the UK selected to deliver specialist undergraduate programmes, including new courses, work placements and pathways to postgraduate study. Q-Step was developed as a strategic response to the shortage of quantitatively-skilled social science graduates. It is funded by the Nuffield Foundation, the Economic and Social Research Council (ESRC) and the Higher Education Funding Council for England (HEFCE).

For more information go to [www.nuffieldfoundation.org/q-step](http://www.nuffieldfoundation.org/q-step). For more information about Exeter Q-Step Centre go to [www.exeter.ac.uk/qstep](http://www.exeter.ac.uk/qstep)

The full job description (role profile) for this post can be found on our website at <http://admin.exeter.ac.uk/personnel/something>. This document 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.

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

1. To fulfil research, teaching and administration duties as a lecturer in Quantitative International Relations.
2. To extend the research profile of International Relations and related areas, especially in the quantitative study of the subject, attracting and supervising undergraduate students as well as postgraduate/doctorate research students. Candidates in all areas of International Relations are strongly encouraged to apply; those with expertise in international and/or ethnic conflict, security (e.g. cyber security), international institutions, the role of domestic politics in international relations (e.g. election violence) and methodology are particularly welcome to apply.

3. To collaborate with colleagues both within the College and the University of Exeter as a whole in order to develop and support the teaching of quantitative methods in the social sciences and the College's research programme.
4. To contribute to the general operation of the College and discipline as a member of its academic team.
5. Contribute to outreach and programme development activities of the Q-Step Centre as appropriate.

### **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

Prepare competitive grant applications as well as identify 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 on-going development of International Relations research at Exeter.

### **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

The successful candidate is expected to:

1. Teach as a member of a teaching team within an established programme of study, namely Quantitative International Relations.
2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions, specifically Quantitative International Relations.
3. Develop own teaching materials, methods and approaches.
4. Supervise the work of students, provide advice on study skills and help them with learning problems.
5. Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
7. Supervise students' projects under guidance and supervision.

### **General**

For this post we seek someone whose primary field within Politics is International Relations and whose approach and publications demonstrate advanced proficiency in quantitative methods. The area of specialism is open but we would be particularly interested in attracting someone who works in the area of conflict, security or development using quantitative approaches.

The successful candidate is expected 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. The new member of staff will develop at least 2 new modules during their first year.
2. The start-up time of a new lecturer will include developing instructional datasets and materials, with support of education advisors.
3. Developing ideas for generating income and promoting both the College in general and the School of Politics in particular.
4. Supporting admissions processes and procedures.
5. Supporting examinations processes and procedures.
6. Contributing to the work of College committees.
7. Contributing to accreditation and quality control processes.
8. 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 a relevant field of study.
2. Sufficient knowledge of HE practices and procedures 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 emailing Professor Andrew Massey at [A.Massey@exeter.ac.uk](mailto:A.Massey@exeter.ac.uk) or Professor Susan Banducci: [S.A.Banducci@exeter.ac.uk](mailto:S.A.Banducci@exeter.ac.uk)

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

### **Salary**

Appointments will be made within the Education and Research job family, salary range £33,242 up to £37,394 per annum on Grade F, depending on qualifications and experience.

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**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

### **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](#).

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **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. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** 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 Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://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 **Sunday 14<sup>th</sup> September 2014**. We expect to hold interviews on 2<sup>nd</sup> October 2014.

### **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.