



**Job Title:** Jean Humphreys Postdoctoral Fellow

**Grade:** 7

**Salary:** £37,386 to £43,155 per annum

**Department:** English, School of Arts

**Hours / Contract:** Full time, permanent

**Reference:** 5011

## Role Purpose

Carry out research and teaching activities, while contributing to the School's impact, knowledge exchange, leadership and citizenship.

### Main Duties and Responsibilities

#### Teaching and Learning

- Undertake core departmental teaching on the English undergraduate degrees and dissertation supervision
- Deliver a specialist option on the MA Modern and Contemporary Literature
- To contribute to the preparation of teaching materials for designated courses, sharing in the setting and marking of assessments and examinations (as first and second marker), the delivery of written and on-line feedback and support on individual performance (via tutorials/ad hoc coaching sessions where necessary), the maintenance of attendance records and the collection, storage and retrieval of all marks.
- To ensure that student feedback on teaching is sought, through questionnaires and other means, and to respond constructively to such feedback and to advice from peers.
- To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that undergraduate teaching is research-informed and meets the standards expected within a research-intensive University.
- To co-operate with colleagues in the review and development of the curriculum and in the design and launch of new courses, new degrees or other academic awards where appropriate
- To undertake academic duties (e.g. setting examination papers, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching
- To support and comply with the University, College, and School teaching quality assurance standards and procedures, including the provision of such information as may be required by the School or the University





## Research

- To undertake, in partnership with colleagues across the University, collaborative research of high quality, consistent with the objective of all academic staff attaining an international research profile.
- To publish research outputs and to disseminate the results of research and scholarship in internationally recognised publications.
- Contribute to and lead the development of bids for external funding for research, both on a disciplinary and interdisciplinary basis, in the School and College.
- Raise your external profile and that of the School by presenting research papers at academic and/or professional conferences, refereeing or reviewing publications or grant applications, and externally examining postgraduate research students.
- Engage and collaborate with international networks and to publish in internationally recognised peer-reviewed journals.

## Leadership and Citizenship

- Assist with the planning and running of Literary Leicester
- Represent the Department/School and University through membership of internal and external committees and groups
- Participate in management and administration processes and committee structures of the Department/School and College
- Contribute to the development and achievement of Department/School, College and University strategies

## Impact and Knowledge Exchange

- Contribute to innovation and impact at Department/School level as determined by discipline benchmark to increase the external profile of the School of Arts
- Engage in external knowledge transfer, enterprise and engagement activities which increase the external profile of the discipline and Department/School and have a beneficial impact outside the University

## Planning and Organising

- To play a role in the planning and organisation of teaching in English alongside the Director of Studies in English and the Head of the School of Arts.
- To undertake such specific administrative roles at both division and School levels, and undertake management functions as may be reasonably required by the Director of Studies and Head of the School of Arts.





- To attend meetings convened in the Department and School and to participate in recruitment Open and Visit Days, Summer School, and in any School, College or University committees to which appointed or elected.
- To participate in relevant professional activities, such as peer review of teaching and assessment
- To engage in continuous professional development, for example through participation in relevant staff development programmes.
- To undertake, subject to the agreement of the Head of School, and the University as appropriate, external commitments which reflect well upon and enhance the reputation of the University.
- To ensure compliance with health and safety requirements in all aspects of work.
- To undertake all University mandatory training as and when required

## Qualifications, Knowledge and Experience

### Essential

- Completed PhD in a relevant subject area\*
- Track record of published work of international recognition and/or standing\*
- A developing portfolio of world-leading research as assessed by the University Output Review Policy\*
- Successful completion of a monograph project or equivalent (two journal articles, etc.)\*
- Work that helps us to develop new strengths in contemporary World literatures in English within the Department/School\*
- Expertise that brings new strengths to English at Leicester\*
- Experience of teaching at undergraduate level\*
- Contributions to the development of research in the discipline, through conference presentations, and/or editing and/or reviewing\*
- Fellowship of the HEA or equivalent, or commitment to gain the appropriate category of HEA fellowship within two years of appointment\*

### Desirable

- Evidence of fundable grant applications in the past three years
- Demonstrable contributions to the administration of an academic Department/discipline
- Involvement in the development of publications that enhance research in the discipline

## Skills, Abilities and Competencies

### Essential

- High level of proficiency in written English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students\*





- Effective communication (oral and written) and presentation skills\*
- A commitment and the ability to teach competently in lectures, tutorials and seminars
- Ability to work independently and as part of a team on teaching programmes
- Competency at basic IT tasks and ability to operate within a computerised environment e.g. use of virtual learning environments, Microsoft office, e-mail and web-browsers\*
- Good interpersonal skills, team working and ability to interact effectively with colleagues

**Desirable**

- Ability to plan, organise, implement, and deliver programmes of work
- Potential to design and deliver course materials and to assess them appropriately
- Ability and willingness to carry out administrative duties within the School/Department as required by academic managers

***\*Criteria to be used in shortlisting candidates for interview***

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**Supporting University Activities**

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

**University Values**

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

**Equality and Diversity**

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of





high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

