



## Candidate Information

<b>Position:</b>	Lecturer in Creative Writing
<b>School/Department:</b>	School of Arts, English and Languages
<b>Reference:</b>	18/106881
<b>Closing Date:</b>	Friday 2 November 2018
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
<b>Duration:</b>	Part Time 0.5 FTE, available for 1 year

### **JOB PURPOSE:**

To undertake research in line with the School's research strategy, to teach in the area of Creative Writing (Prose) at undergraduate and postgraduate level, and to contribute to the activities of the School of Arts, English and Languages (AEL) and the Seamus Heaney Centre (SHC).

### **MAIN ACTIVITIES/RESPONSIBILITIES:**

The following describes the type of work that is typically required of academic staff at this level. It is not expected that anyone carries out all the activities mentioned below and some carry out additional duties.

#### **1. Research**

- Develop and plan an area of personal research and expertise, and/or undertake research under supervision within a specific research project or as a member of a research team in the area of creative writing.
- Publish research in appropriate journals etc. and present work at conferences.
- Carry out analysis, critical evaluations and interpretations using methodologies and other techniques appropriate to area of research.
- Source and secure external funding in collaboration with others from the relevant funding bodies to ensure continued growth of the School's/Seamus Heaney Centre's research profile and reputation.
- Provide guidance to other staff and students on own specialist area.
- May work/collaborate on original research with colleagues in other institutions.

#### **2. Teaching**

- Deliver teaching and assessment activities within own area of specialism including lectures, setting/marking coursework to undergraduates and postgraduates.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- May oversee research students as directed by Head of School.
- Supervise practical work where it is part of the course, and advise students on techniques.
- Plan and develop independent teaching contributions and contribute to the design or revision of course units.
- Help to develop appropriate teaching approaches and contribute to curriculum development.

#### **3. Administration/Contribution to Community**

- Contribute to the School's outreach strategy by developing external links.
- Provide pastoral care for students within own area to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
- Contribute to the development of the SHC and to the running of AEL by taking on administrative roles appropriate to career stage.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
- Develop and nurture collaborations with non-academic partners

**PLANNING AND ORGANISING:**

- Plan and manage own teaching and tutorials as agreed with Head of School/mentor.
- Design/update modules in line with School's teaching strategy.
- Plan and prepare research papers to meet publication deadlines.
- Prepare research proposals for submission for external funding.

**RESOURCE MANAGEMENT RESPONSIBILITIES**

- Use teaching and research resources, laboratories and workshops as required.
- Co-manage, where appropriate, with grant holder external funding relating to research project.
- Act as mentor for students.

**INTERNAL AND EXTERNAL RELATIONSHIPS:**

- Collaborate with other staff within School.
- Involved in developing links or joining external networks to share information and ideas.
- Contribute to the School's outreach programme by establishing links with local community groups, industries etc.
- Promote and develop the international reputation of the SHC and AEL through external activities such as participation in literary festival/events and conferences.
- Contribute to the development of international research partnerships and collaborative links between the SHC, AEL and external bodies locally and nationally.

**ESSENTIAL CRITERIA**

- Normally have or be about to obtain a relevant PhD or have an equivalent professional publication profile.
- A publication record appropriate to stage of career that will enhance the reputation of the School and the SHC.
- Research interests that are sustainable and that complement or enhance research activities of School.
- A minimum of 3 years research/writing experience in a relevant field.
- Relevant teaching experience.
- An ability to deliver high quality undergraduate and postgraduate teaching in the area of Creative Writing (Prose)
- Ability to contribute to the management and administration of Creative Writing subject area.
- High level of analytical capability.
- Ability to communicate complex information clearly.
- Effective interpersonal skills.
- Engagement in continuous professional development.
- Ability to assess and organise resources.

**DESIRABLE CRITERIA**

- PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA