

JOB DESCRIPTION
Lecturer in Creative Writing (2 x 0.5 FTE posts)
Vacancy Ref: A3064

Job Title: Lecturer in Creative Writing (2 x 0.5 FTE posts)	Present Grade: 7/8
Department/College: English Literature and Creative Writing	
Directly responsible to: Head of Department	
Supervisory responsibility for: None	
<p>Other contacts</p> <p>Internal: Colleagues and students in the Department of English Literature and Creative Writing; colleagues in the Faculty of Arts and Social Sciences and other faculties; providers of student support services, the Library, ISS, and central administration.</p> <p>External: Employers, business organisations, professional bodies and networks, local and national government organisations, research funding bodies and councils, academic and research networks.</p>	
<p>Major Duties:</p> <ul style="list-style-type: none"> To contribute to existing undergraduate and postgraduate teaching in the Department through workshops, lecturing, seminars, tutorials and assessment, including the design and delivery of new modules To supervise undergraduate and postgraduate dissertation projects and PhD theses, and contribute to the review and upgrading of research students To maintain the quality of provision by appropriate observance of the requirements in respect of curriculum design, assessment procedures, student feedback, record-keeping etc. To communicate effectively with students and colleagues, using face-to-face, telephone, written and electronic communication (including email, VLE and, where appropriate, distance or online teaching) To publish high-quality outputs that enhance the department's reputation and are suitable for submission to a future REF or similar exercise (using assessment criteria for early-career researchers if appropriate) To contribute to the department's research culture by participating in research seminars, departmental reading events, and similar activities and events To undertake engagement activities (e.g. public readings and collaborations) in support of the published research To pursue opportunities for external funding, as appropriate, and to pursue initiatives to strengthen external links To build research collaborations with colleagues both in the Department of English Literature and Creative Writing and the wider University, as well as with writers and scholars at other institutions in the UK and abroad To show leadership appropriate to career stage in relation to teaching and departmental duties To undertake administration associated with undergraduate and postgraduate courses, and to attend departmental meetings, as appropriate To undertake other administrative duties as directed by the Head of Department (such as work relating to recruitment and 'outreach' activities, including Open Days, schools' visits and public events) To provide cover for colleagues on sabbatical and/or other leave where necessary To undertake other duties as required by the Head of Department 	