

## Job Description

Job Title	Lecturer in Global Affairs, Politics and International Relations, 0.8fte (temporary until 30 <sup>th</sup> June 2027).
Division	Social and Political Sciences
HR Ref No.	RA2219-26
Role Code	FINLEC
Grade	TSR3
Base location	Exton Park, Chester
Reports to	Dr Holly White
Direct reports	NA
Date created	May 2026

### Job purpose

- To provide a supportive learning environment for students to develop graduate-level and subject-specific skills.
- To participate in the delivery of undergraduate and postgraduate courses.
- To develop and implement teaching and learning initiatives.

### Key duties and responsibilities

#### Communicating Effectively

- Facilitate students' learning through lectures, tutorials, supervision, and seminars at undergraduate levels, contributing to postgraduate and master's levels as required.
- Produce high-quality teaching and learning material to support and develop student learning at the undergraduate and postgraduate levels, as required.

#### Leadership and Working Collaboratively

- To act as module leader as required.
- To collaborate with academic colleagues on course development and curriculum changes.

#### Liaison and Networking

- To build internal contacts & participate in internal networks for the exchange of information & to form relationships for future collaboration.
- To be an active member of relevant divisional committees and hold relevant roles and responsibilities such as Disability and Inclusion tutor.

#### Delivering a High-Quality Standard of Service

- To enhance the quality of taught and research courses at under-graduate and/or postgraduate levels.
- To seek ways of improving performance by reflecting on teaching design and delivery by obtaining and analysing peer observation feedback, student feedback, and external examiner feedback to maintain high quality learning and teaching.

### **Effective Decision Making**

- In the context of the role-holder's teaching duties, the role-holder makes independent decisions on the content of individual learning activities and marking for student assessment purposes and provides advice to colleagues on such matters.
- To sit on student selection panels as required.
- To make collaborative decisions with course teams on the content of taught and research courses at undergraduate and/or postgraduate levels.
- To provide advice on issues to other members of the division to influence operational decisions within the immediate work area.

### **Planning and Organising Self and Others**

- To act as module leader as required.
- To contribute to course organisation.
- To plan and manage own teaching and tutorials as agreed with a mentor.

### **Innovation and Improvement (Effective Problem Solving)**

- To deal with problems e.g. students' academic progress and personal issues (e.g. responding to needs of students with learning difficulties through referral to the appropriate support departments within the University).

### **Analysis and Research**

- To research teaching materials and to identify and utilise current best practices in the relevant subject area.
- To conduct subject-specific research and scholarship as appropriate.

### **Sensory and Physical Demands**

- Standard office environment and equipment reflect the needs of classroom, laboratory, studio, field, and placement activities, as appropriate.

### **Work Environment**

- Responsible for the health and safety of students in their immediate working environment, reporting any health and safety concerns to the Head of Division.

### **Pastoral Care and Welfare**

- To deal with sensitive issues concerning students and provide support.
- To act as a Personal Academic Tutor (PAT).

### **Team Development**

- To undertake peer mentoring and review of colleagues as required.

### **Teaching and Learning Support**

- To design inductions to modules and courses for students, adapting delivery to suit learners' needs.
- To design and deliver one-off lectures or workshops as required, providing feedback on performance.
- To develop and design course content and materials, ensuring compliance with the quality standards and regulations of the University and division.

- Develop and research your own teaching materials, methods, and approaches with guidance and ensure that the content, delivery methods, and learning materials meet defined learning objectives.
- To conduct seminars and tutorials, introducing new methods of delivery where required.
- To assess students' overall performance, setting/ marking course work, practical sessions, supervisions, fieldwork, and examinations, and providing appropriate feedback to students.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise the work of students, provide advice on study skills and help them with learning problems.

## **Knowledge and Experience**

### **Qualifications**

- See person specification.

### **Experience**

- Must develop suitable expertise to deliver lectures in relevant subject areas.

### **Skills/Attributes**

- An ability to keep abreast of, and lead developments in, teaching specific to the subject area.
- An ability to support students both academically and pastorally.
- Organisational and administrative skills.
- IT skills.
- An ability to work as part of a team.

### **General Duties**

- To uphold and comply with all University's policies and procedures, including those relating to:
  - Equality, diversity and inclusion
  - Health and Safety
  - Data protection and IT security
  - Safeguarding
  - Sustainability
- To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

## Person Specification

Job Title	Lecturer in Global Affairs, Politics and International Relations	Role Code	FINLEC
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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

**Essential criteria** are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

**Desirable criteria** are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

### Methods of assessment:

**A** = Application Form, **I** = Interview/Assessment Tests, **P** = Pre-Employment Checks

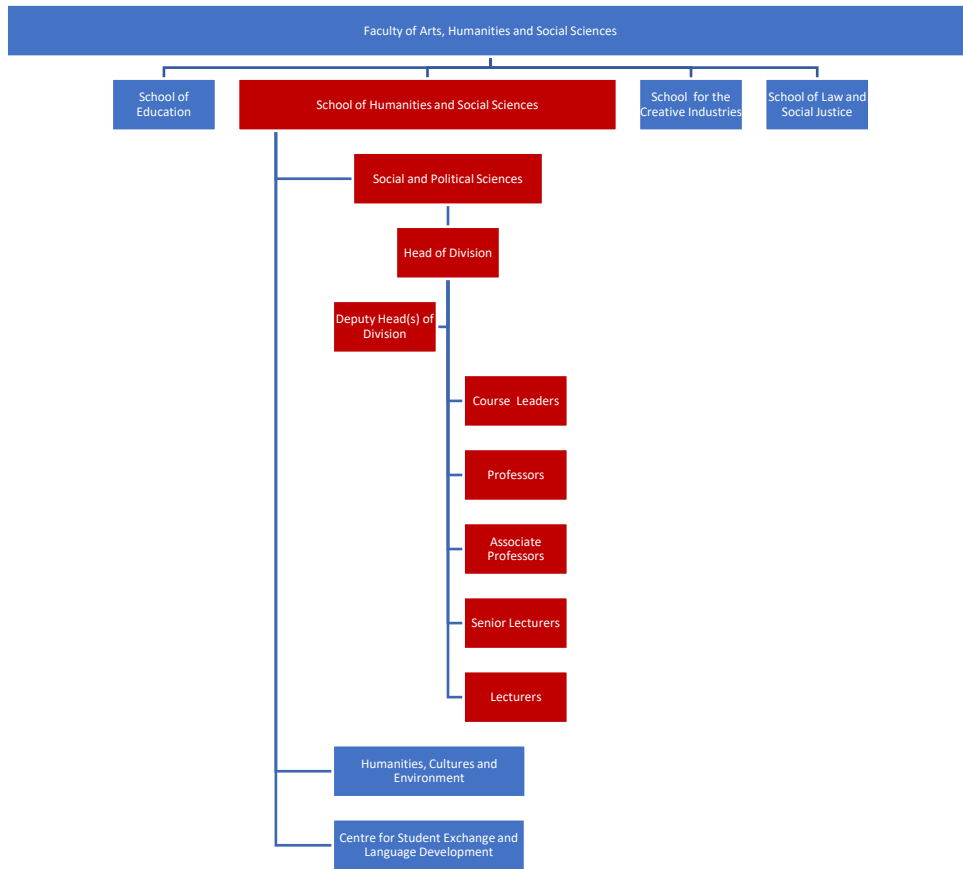
Selection Criteria	Essential (E) or Desirable (D)	Assessed via
<b>QUALIFICATIONS</b>		
Good first degree in relevant subject	E	A; P
Masters level qualification	E	A; P
Membership of a relevant professional body (e.g. Advance HE), or willingness to work towards.	E	A; P
Doctorate-level qualification, or willingness to achieve this within an agreed timescale	E	A; I; P
<b>KNOWLEDGE AND EXPERIENCE</b>		
Must have suitable expertise to deliver lectures in global affairs, politics and international relations.	E	A; I
Previous teaching experience in higher education.	E	A; I
Proven and sustained track record of contribution to the development of policy and practice in teaching and learning support.	E	A; I
Demonstration of an advanced level of subject knowledge and of being an externally regarded teacher or scholar.	E	I
An ability to keep abreast of, and lead developments in teaching and scholarship specific to Global Affairs, Politics and International Relations demonstrated through e.g. attendance at conferences, external contacts and, where appropriate, publication of research.	E	I
<b>SKILLS AND PERSONAL ATTRIBUTES</b>		
An ability to support students both academically and pastorally.	E	A; I
An ability to lead and/or work as part of a team.	E	A; I
Organisational and administrative skills (including IT skills)	E	A; I
Evidence of previous experience in academic administration, including the ability to manage multiple responsibilities associated with the delivery of learning and teaching in higher education.	E	A; I
Evidence of working with others in the pursuit of audit, evaluation, research and/or knowledge exchange	D	A; I
Working knowledge of inclusive and effective practices in student recruitment, student retention, and graduate outcomes.	D	A; I

Demonstrable evidence of continuously monitoring stakeholder satisfaction and being responsive to their evolving needs.

E

A; I

## Organisation Chart



**UNIVERSITY OF CHESTER**  
**FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCE**  
**SOCIAL AND POLITICAL SCIENCE**

**LECTURER IN GLOBAL AFFAIRS, POLITICS AND INTERNATIONAL RELATIONS**  
**0.8FTE, MATERNITY COVER FOR 10 MONTHS**

**SALARY SCALE**

TSR3, points 31 – 34, £39,906 - £43,482 per annum pro-rata payable monthly in arrears.

**HOLIDAY ENTITLEMENT**

35 days per annum pro-rata. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis. Two extra statutory days during the Christmas period.

**MEDICAL EXAMINATION**

The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

**ESSENTIAL CERTIFICATES**

Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

**DISCLOSURE & BARRING SERVICE CHECKS**

The successful applicant will have to undergo a DBS check before an appointment can be made.

**PENSION SCHEME**

All academic staff will be enrolled in the Teachers' Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

**EQUAL OPPORTUNITIES**

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

**SMOKING POLICY**

The University operates a No-Smoking policy.

**PROBATIONARY PERIOD**

A twelve months' probationary period applies to all Academic posts.