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| Job Description |  |
| Lecturer in International Development | Grade: 8 |
| Department: Institute of the Americas | Location: 51 Gordon Square, London |

#### Reports to

**LONDON’S GLOBAL UNIVERSITY**

Head of Department

#### Context

The UCL Institute of the Americas is a leading multidisciplinary specialist institution for the study of Latin America, the United States, the Caribbean and Canada. In the UK it acts as a focal point for students and researchers seeking to develop in-depth regional and continental knowledge of the Americas. As a centre for academics and students specialising in the social sciences and modern history of the Americas, it offers both three-year and four-year undergraduate degrees and six taught postgraduate degrees, and provides specialist supervision to doctoral level on a wide range of topics and all four main regions of the Americas.

The Institute collaborates with colleagues across UCL, including in the science departments, in the University of London, and across the UK to create a centre of excellence in research, teaching, research facilitation and public policy formulation on the Americas.

As part of its mission to promote specialist regional and comparative knowledge of the Americas, the Institute complements its teaching and research programmes by creating, supporting and coordinating national and international scholarly networks. It actively participates in knowledge exchange/public engagement, and organises its own programme of public lectures, seminars and specialist symposia serving the scholarly, diplomatic and public policy communities. The Institute manages and edits the Palgrave Macmillan Series *Studies of the Americas* and the UCL Press series *Modern Americas*.

Located in central London, in the heart of Bloomsbury at 51 Gordon Square, the Institute of the Americas is within a ten-minute walk of the British Museum, and in addition to UCL’s own world class library collection, it is close to other major collections including the Senate House Library and the British Library. All staff are provided with a networked computer with access to a vast portfolio of electronic research resources. Within UCL there are opportunities for collaboration with, among others, the Departments of History, Political Science, Geography, Anthropology, Spanish, Portuguese and Latin American Studies and the Development Planning Unit.

Administrative duties are shared among members of the academic staff in such a way that in any given year most have at least one major and some minor administrative duties. The Department and UCL as a whole attach particular importance to the pastoral care of students and to providing a friendly and welcoming environment for their studies. Additionally, the Institute is community-minded and embodies a collegial spirit.

#### Main purpose of the job

To carry out research, teaching and administration within the Institute of the Americas, specialising in International Development with a focus on Latin America and the Caribbean. We particularly welcome applicants with a research background in social science, including Development Studies, Economics, Geography, International Relations, Political Science or Sociology. The successful applicant will contribute to teaching a comprehensive Master’s level survey core course on International Development, develop both undergraduate and graduate level specialist optional modules, and contribute to the Institute's teaching provision on International Relations of the Americas and to core modules at both undergraduate and postgraduate levels.

#### Duties and responsibilities

* To teach at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
* To carry out research and produce publications, or other research outputs, including research grant applications, in line with personal objectives agreed in the staff development review process.
* To supervise or assist with supervision of undergraduate, taught graduate (Masters) and graduate research (MPhil/PhD) students.
* To contribute to the development, planning and implementation of a high quality curriculum at both undergraduate and postgraduate levels.
* To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
* To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
* To participate in the development, administration and marking of exams and other assessments.
* To participate in the management of taught programmes at all levels.
* To provide pastoral care and support to students.
* To participate in the administration of the department’s programmes of study and other activities as requested.
* To contribute to departmental, faculty, or UCL-wide working groups or committees as requested.
* To maintain own continuing professional development.

**Other Duties**

* To actively follow and promote UCL policies, including Equal Opportunities.
* To maintain an awareness and observation of fire and health and safety regulations.
* To carry out any other duties commensurate with the grade and purpose of the post.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

# Person Specification

| **Criteria** | **Essential or Desirable** | **Assessment method****(Application/Interview)** |
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| **Qualifications, experience and knowledge** |  |  |
| PhD in a relevant field | E | Application |
| Track record or trajectory of internationally excellent publications in international development with a focus on Latin America or the LAC region more broadly | E | Application |
| Proven teaching experience in international development  | E | Application |
| Substantial experience of teaching and assessment, or the equivalent, of student work in a HEI in the UK or elsewhere | E | Application/Interview |
| Research background or teaching experience in environmental issues or sustainable development | D | Application/Interview |
| Demonstrable experience of applying for, winning and collaborating on grant-funded research projects | D | Application/Interview |
| **Skills and abilities** |  |  |
| Ability to teach undergraduate and postgraduate modules in international development | E | Application |
| Ability to develop, plan and implement high quality curriculum at both undergraduate and postgraduate levels | E | Application/Interview |
| Ability to supervise academic work by undergraduate, masters and doctoral students | E | Application/Interview |
| Excellent interpersonal, oral and written communication skills | E | Application/Interview |
| Ability to conduct high quality research and to publish scholarly publications, or other research outputs | E | Application/Interview |
| Ability to contribute to the delivery of modules on International Relations of the Americas | D | Application/Interview |
| **Personal attributes** |  |  |
| Commitment to UCL’s policy of equal opportunity and to working harmoniously with colleagues and students of all cultures and backgrounds. | E | Application/Interview |
| Willingness to work collaboratively | E | Application/Interview |
| Willingness to share in organisation and management of the department teaching programme and other student-focused activities and programmes | E | Application/Interview |

In addition to the person specification criteria, all academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement. This is outlined in ‘Excellence and the UCL Community: A Shared Endeavour’ http://www.ucl.ac.uk/excellence/.

 **How to Apply**

Apply online at http://www.ucl.ac.uk/hr/jobs/

Please submit a CV along with the standard application form.

**You will need to register to use the system if you have not used it before. You are able to do this after you have clicked on the 'Apply now' button at the bottom of the advertisement.**

Queries regarding the application procedure should be addressed to Ruth Harper, Institute Manager (ruth.harper@ucl.ac.uk). Enquiries concerning the requirements of the post may be directed to Jonathan Bell, Head of Department (jonathan.bell@ucl.ac.uk).