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| **University of St Andrews**  **School of International Relations**  **Associate Lecturer (Education Focused) – AOAC1802UXHM**  **Further Particulars for Applicants** |

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| **International Relations** |

The School of International Relations is the only one of its kind in Scotland and is recognised globally for the exceptional quality of its research and teaching. International Relations has been taught at the University for over 25 years. A separate department was created in 1990, becoming a School in its own right in 2003. Presently, we are the top-rated Politics/IR school in the United Kingdom according to both The Guardian University Guide and The Times Good University Guide.

Members of the School of International Relations pride ourselves on our commitment to innovative and passionate teaching, and this is reflected in our NSS scores, which are amongst the highest in the country. We are a school with a broad-expertise in teaching many different elements of international relations, with strengths in such areas as conflict, peace and security; the evolving character of global and supra-national institutions; and, civil societies and international relations. We also have major strengths in different area studies including the Middle East, Africa and Central Asia. The current Head of School is Professor Phillips O’Brien and Individual staff profiles can be found at: <http://www.st-andrews.ac.uk/intrel/people/>

This call is for applications for one (1), temporary Grade 6, Education Focused lectureship to start on 28/08/2024. **We are open to hiring in any field in International Relations** although the ability to contribute to some part of our popular MLitt in Peacebuilding and Mediation Studies would be a major advantage (<https://www.st-andrews.ac.uk/subjects/international-relations/meccass-mlitt/>). We will also put great importance on the candidate’s commitment to an Education Focused position.

The School of International Relations holds an Athena SWAN bronze award and is committed to creating a diverse, supportive, and inclusive working and teaching environment. We promote a work-life balance, support carers through various initiatives, and aim to attract and retain staff from multiple backgrounds. We are particularly welcoming of applications from under-represented groups in academia, including BAME colleagues and women.

Candidates are invited to contact Dr Fiona McCallum Guiney, the Deputy Head of the School of International Relations, if they have any questions. [irdeputyhos@st-andrews.ac.uk](mailto:irdeputyhos@st-andrews.ac.uk)

**The job description for this role is attached below.**

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| **Job Description** |

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| Job Title: Associate Lecturer (Education Focused)  School/Unit: School of International Relations  Reporting to: Head of School  Job Family: Academic Teaching  Duration of Post: Fixed Term until 31 December 2025 | Working Hours: Full time / 36.25 hrs per week  Grade/Salary Range: Grade 6 / £37,099 - £44,263 per annum  Reference No: AOAC1802UXHM  Start Date: 28 August 2024  Interview date: 13 May 2024 |

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| **Main Purpose of Role** |

This post is for a fixed term as it is to provide cover for staff leave. As such, the need for the post will cease to exist, when the substantive post-holder returns.

Associate Lecturer (Education Focused) to support the delivery and development of teaching and assessment of International Relations at undergraduate level with some opportunity to contribute to taught postgraduate courses, in particular the MLitt in Peacebuilding and Mediation Studies.

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| **Key Duties and Responsibilities** |

1. To perform a broad range of undergraduate teaching of International Relations through lectures, tutorials, and dissertation supervision.
2. To undertake some postgraduate teaching of International Relations through lectures and tutorials or seminars.
3. Contribute to innovations in the delivery of International Relations teaching, in support of existing courses and programmes, including contributions to the MLitt in Peacebuilding and Mediation Studies.
4. To supervise and examine final year and Masters dissertations and projects.
5. To actively work with members of staff on improving the delivery of team-taught modules at Sub-Honours level through lectures and tutorials.
6. To undertake administrative tasks related to teaching in the School as assigned by the Head of School.
7. To participate in committees and working groups within the School, the Faculty and the University as may be required.
8. To play an active role in the Centre for Peace and Conflict Studies.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | A PhD in an appropriate area of International Relations, Security Studies, or a related field | Should have some university teaching experience in International Relations or related subject area  A qualification in teaching in higher education  Fellowship /membership of a learned education association, such as the HEA | Certificates and interview |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Experience of teaching at undergraduate level  An ability to teach on undergraduate and postgraduate modules relating to Peacebuilding and Mediation | Experience of teaching at postgraduate level  Experience introducing innovations in teaching and learning  Experience of curriculum design | Application/interview |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Ability to communicate complex, theoretical and technical material in an engaging and intelligible way to student audiences  Commitment to excellent pedagogy  Strong communications and people skills  An ability to undertake administrative responsibilities that are of importance to the school | Potential for undertaking academic leadership  Organised and efficient administrative skills  Experience with programme development and administrative experience |  |
| Other Attributes/Abilities  (if applicable) | Energy and willingness to work collaboratively in all aspects of teaching  A collegiate outlook and mindset  Openness to diverse disciplinary engagement and trans-disciplinary collaboration  Appetite for collective responsibility and devolved problem solving |  |  |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short-listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **How to apply** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx).

If you have difficulties in completing the online application form, please call +44 (0)1334 462571 or contact [vacancies@st-andrews.ac.uk](mailto:vacancies@st-andrews.ac.uk) for an application pack.

Applications should consist of:

* Letter of application
* CV
* Names and contacts of three referees

For all applications, please quote ref: AOAC1802UXHM

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| **Other Information** |

Interviews will be held on13 May 2023.

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter and Race Charters). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are required to undertake all mandatory training as deemed appropriate by the University for your role.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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| **Who Are We? St Andrews At a Glance** |

* The third oldest university in the English-speaking world.
* Ranked top UK university in the [Guardian University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-keeps-top-spot-in-uk-university-ranking/).
* Ranked number one in the UK in the [Times and Sunday Times Good University Guide 2024](https://news.st-andrews.ac.uk/archive/historic-double-first-for-st-andrews/).
* Students at the University of St Andrews are more positive about their education than students at any other mainstream university in the [National Student Survey 2023](https://news.st-andrews.ac.uk/archive/st-andrews-students-most-positive-in-uk/).
* The University of St Andrews is Scotland’s top university and one of the top four universities in the UK in [The Complete University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-new-university-rankings/).
* The University is top in the UK for Teaching Quality in the [Daily Mail University Guide 2024.](https://www.dailymail.co.uk/news/university-guide/article-12491201/University-rankings-league-table-Use-Daily-Mails-interactive-guide-right-uni-you.html)
* Research-intensive, more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent (Research Excellence Framework 2021).
* Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)
* A [Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Sustainable all underpinned by a commitment to socially responsibility.
* A community of 10,000 students and 3000 staff.
* Highly international – more than 30% of students and staff are from outwith the UK
* A non-campus university, closely integrated with the ancient town of St Andrews
* Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

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| **University of St Andrews** |

Founded in the 15th century, St Andrews is Scotland’s first university and the third oldest in the English-speaking world. The University of St Andrews is one of Europe’s most research-intensive seats of learning. It is one of the top-rated universities in Europe for research, teaching quality, and student satisfaction.

Today, under the leadership of Principal and Vice-Chancellor Professor Dame Sally Mapstone FRSE, the University’s Strategy is to broaden its global influence, with a focus on diversity, building a culture of entrepreneurship, research excellence, and social responsibility.

St Andrews is committed to broadening digital education, enhancing the experience of our on-campus students, while bringing a St Andrews education to much wider global community.

From climate science and sustainable development to energy ethics and grass-roots level action across all the communities in which it operates, sustainability is at the heart of the University’s Strategic vision. World-leading research on sustainability is taking place across the breadth of the University, with researchers addressing key questions on the defining issue of our generation.

The University has set an ambitious target of carbon net zero by 2035, ten years ahead of the Scottish Government’s 2045 target.

St Andrews is ranked as the top university in the UK in *The Guardian Guide 2024*, and *The Times and Sunday Times University Guide 2024*. The *Complete University Guide 2024* ranks St Andrews as the top university in Scotland, and fourth in the UK.