UNIVERSITY OF SURREY

Academic Role Profile	
Job Title:	Associate Professor (Research and Teaching Track)

Responsible to:	Head of Faculty

Responsible for:	Research and support staff employed on projects for which the post holder is Principal Investigator, and students on programmes and awards that are the responsibility of the post holder.

Job Summary and Purpose
To make a significant contribution to the advancement of own specialist area which is recognised at national and international level. To undertake research in line with the Faculty's research strategy and to contribute to undergraduate and postgraduate teaching programmes.

Main Responsibilities/Activities

To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:

Demonstrating leadership in research, including postgraduate research supervision.

Planning, co-ordinating and leading research activities in accordance with a specific project plan through a research team or a group of staff involved in research. Managing the financial and physical resources associated with the research activities. Supervising and guiding the work of staff and research and doctoral students on own specialist area.

Leading innovative research proposals and submitting funding bits, winning support for them and planning the research to be taken, self-contained item or as part of a broader programme. Obtaining and sustaining research funding.

Sustaining an extensive track record of published research findings in high quality journals, or other media and at internationally recognised conferences.

Maintaining an expert reputation in own subject area and providing advice and guidance to staff and students.

Engaging in external academic activities in accordance with the Faculty's research strategy at a national level and international level. Such activities will include membership of committees of academic and professional bodies, external examining, editing journals and contribution to professional networks, national and international meetings, societies and bodies (including governmental bodies).

Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).

To support the teaching activities of the Faculty by:

Leading/developing teaching methods, designing undergraduate and postgraduate programmes, pursuing new teaching approaches.

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Teaching, training and supervising students (including research students), tutor industrial/professional training year students and external examining according to own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism.

Taking part in activities such as validating and examining in relation to the University's associated institutions.

To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

To undertake pastoral care of students by:

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Taking responsibility for dealing with referred issues for students within own educational programmes, and providing first line support for colleagues, referring them to sources of further help if required.

To contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:

Performing personal administrative duties such as research group leader and roles associated with teaching programmes, as allocated by the Head of Faculty and contributing to the general life and work of the University.

Person Specification

It is essential that the post holder possesses a higher professional qualification, normally a doctoral degree

Demonstrated outstanding qualities and achievements in scholarship and research at a national and international level

Significant academic publication recorded in refereed journals

Evidence of leadership in research, including postgraduate research supervision

Evidence of a record of sustained research funding

Evidence contributions to conferences, professional meetings and societies at an international level and evidence of achievements in other external activities at an international level

Evidence of high quality teaching at undergraduate and postgraduate level

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Relationships and Contacts

The post holder will take a leading role in the setting of strategic objectives for their research theme. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and into the University. Teaching and administrative duties will be allocated by the Head of Faculty, and will include roles related to both taught programmes and research activities across the Faculty.

Special Requirements

To attend national and international conferences for the purpose of disseminating research results. To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

To lead major funding bids, which develop and sustain research support for the specialist area and advance the reputation of the Faculty and University.

The post holder is expected to work outside normal office hours as necessary.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.

- Help maintain a safe working environment by:

    - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand

    - Following local codes of safe working practices and the University of Surrey Health and Safety Policy

- Undertake such other duties within the scope of the post as may be requested by your Manager.

Associate Professor Job Description Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:	**Associate Professor in Digital Resilience**

Background Information/Relationships

Faculty:

The University of Surrey is organised into three Faculties. The Faculty of Engineering and Physical Sciences (FEPS) which is made up of five Schools: Computer Science and Electronic Engineering; Mathematics and Physics; Sustainability, Civil and Environmental Engineering; Mechanical Engineering Sciences; and Chemistry and Chemical Engineering.

All Schools have a strong reputation for excellence in research and teaching, allied to a strong enterprise culture and an unrivalled record of graduate employment. Our members of academic staff are well respected, both nationally and internationally, amongst the many areas of academia and industry with which we interact.

Department:

The Department is part of a new School of Computer Science and Electronic Engineering. The School is home to around 140 staff, 88 academic members of staff, over 700 undergraduate students, 400 postgraduate students and over 200 doctoral students, as well as 49 research, technical and administrative staff. We have an MSc in Information Security and an MSc in Data Science.

We offer two main routes of accreditation for our programmes: BCS and GCHQ. The Department currently has three strands of research: machine learning, cyber security, and distributed and networked systems. The Department is home to the Surrey Centre for Cyber Security, one of 7 Academic Centres of Excellence in both Cyber Security Research and Cyber Security Education (Gold) recognized by NCSC.

Relationships:

The appointee will report to the Head of Computer Science. S/he will establish working relationships with staff (including other academics, researchers, and support staff) and students in the School in addition to staff in the wider Faculty and university, as appropriate. S/he will liaise with industry partners and external bodies informally and formally, as necessary.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

Skills and Experience Required	Essential (E)/ Desirable (D)
A PhD in Information Security, Computer Science, Mathematics, or other closely related area.	E
Expertise in an appropriate area of research in digital resilience, complementing existing research within the Department.	E
Demonstrated outstanding qualities and achievements in scholarship and research at a national and international level.	E
Significant publication record with a track record of publishing in high quality conferences and journals.	E
Excellent communication, inter-personal and teamworking skills	E
Experience of leadership in high-quality teaching, including programme development and programme leadership.	E
Sustained success in attracting research funding.	D
Evidence of leadership in research, including postgraduate research supervision.	D
Demonstration of developing industrial and supporting collaborations.	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.

1. Make a significant contribution to the Faculty's strong research profile and external research funding.

2. Make a significant contribution to the undergraduate and postgraduate teaching programmes in the Department of Computer Science.

3. Develop industry and research partnerships with other UK institutions and internationally.

4. Participate in a range of Departmental and University administration activities, as required.

N.B. The above list is not exhaustive.