

Academic Role Profile

Faculty/Administrative/Service Department:	Faculty of Engineering and Physical Sciences Centre for Environment and Sustainability
Job Title:	Lecturer (B) (Teaching Track)
Job Family & Job Level	Research and Teaching
Responsible to:	Head of Department or Faculty
Responsible for:	Teaching staff in the Department or School. May supervise other staff.
Job Summary and Purpose	
<p>To have significant input to teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p>	
Main Responsibilities and Activities	
Teaching delivery and development:	
<p>Develop teaching methods, materials, technologies and learning environments which enhance the students' learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.</p> <p>Plan, deliver and critically review a range of teaching and learning activities including lectures. Contribute to the development of the Faculty's Teaching and Learning Strategy.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</p> <p>Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students.</p> <p>Continually update knowledge and understanding in subject specialism and apply to course of study.</p> <p>Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.</p> <p>Engage in professional and pedagogical research to support subject specialism teaching and learning activities.</p>	

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Conduct individual or collaborative projects related to discipline or pedagogy.

Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.

Student pastoral care

Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.

Act as personal tutor and give first line support before referring students on to appropriate services.

Management and Administration

Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.

Be fully involved with students at all levels of support.

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

Person Specification

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder to be a member of Faculty committees relevant to administrative duties, e.g. Faculty Board of Studies and Examination Board.

Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

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Special Requirements

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

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

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.

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

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

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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:	Lecturer in Sustainability
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Job Summary/Purpose:

The University is launching a new BSc in Environment and Sustainability in September 2023. To support this initiative, as well as to continue to grow sustainability related research and other teaching, the Centre for Environment and Sustainability seeks to recruit two new lecturers/senior lecturers.

Teaching-track lecturer: this post-holder will become the leader for the new BSc programme and will teach a number of core areas of the course. Applicants could come with have a background in a wide field across environment, sustainability, or geography background. However they need to have significant teaching experience and ideally programme management experience also, and a passion for innovation in teaching and learning. The post-holder will have the opportunity to shape teaching on the course; to develop new, innovative teaching materials and approaches; and to welcome its first cohort of students.

Background Information/Relationships

The University of Surrey is organised into three Faculties: the Faculty Arts and Social Sciences (FASS), the Faculty of Health and Medical Sciences (FHMS), and the Faculty of Engineering and Physical Sciences (FEPS). This post is within FEPS.

The Faculty of Engineering and Physical Sciences (FEPS) comprises five Schools of: Mathematics and Physics; Sustainability, Civil and Environmental Engineering (SCEE); Computer Science and Electronic Engineering; Chemistry and Chemical Engineering and Mechanical Engineering Sciences. It is also home to two Pan University Institutes, the Institute for People Centred Artificial Intelligence and the Institute for Sustainability. The post is within SCEE, in the Centre for Environment and Sustainability

CES is an internationally-acclaimed centre of excellence on sustainable development. It takes a multi-disciplinary approach to analysis of sustainable systems, integrating strong, engineering-based approaches with insights from the social sciences to develop action-oriented, policy-relevant analysis of and responses to long- term environmental and social issues. CES is known for taking a leading role in the development of whole-systems and life cycle analysis approaches and tools, and their practical application with collaborators in industry for integrated environmental, economic and social systems analyses. CES is located within SCEE and FEPS, but, being highly multi-disciplinary, also enjoys strong links across all faculties and it is envisaged that the appointee may develop

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links with colleagues across the campus, in social as well as physical science and engineering. The launch of the new Institute for Sustainability demonstrates the University's commitment to multidisciplinary research and education relevant to sustainability, building on more than 30 years of activity across the campus.

CES provides a friendly, collegial and supportive environment in which innovative thought and creativity are strongly encouraged and in which our internationally and culturally diverse group of students and staff can flourish. These activities inform our teaching (undergraduate, Masters, Doctoral and CPD) to enable our graduates to develop the leading-edge knowledge and skills needed for successful careers in all aspects of sustainability.

School: The School of Sustainability Civil and Environmental Engineering has around 35 FTE academic staff and around 400 students; studying on our BEng/MEng in Civil and Engineering, specialist Masters programmes and PhD/EngD. The School was formed in September 2022 and brings together the Department of Civil and Environmental Engineering and the Centre for Environment and Sustainability.

Relationships: The appointee will report to the Head of School. They will establish working relationships with staff (including other academics, researchers, technicians and support staff) and students in the School in addition to staff in the wider Faculty and university, as appropriate. They will liaise with sponsors and external bodies informally and formally as needed.

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.

	Essential/ Desirable
A higher research degree (PhD) in Environment and Sustainability	E
Ability and willingness to contribute to University life beyond teaching and research	E
Evidence of high quality teaching at the UG or PG level.	E
Excellent communication, inter-personal and networking skills	E
Evidence of innovation in learning and teaching	D
Evidence of supervising student research projects	D
Evidence of involvement with teaching administration	D

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Evidence of industry experience and/or engagement with industry/other organisations	D
<p>Key Responsibilities</p> <p>This is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.</p> <ol style="list-style-type: none"> 1. Lead the BSc in Environment and Sustainability degree, working with other academic staff in CES to ensure the delivery of a high quality learning experience for students on the BSc programme. 2. Deliver a high quality teaching and learning experience to students undertaking undergraduate and postgraduate activities, particularly, but not exclusively, with an emphasis on the new BSc in Environment & Sustainability. 3. Participate in a range of School and University administration activities, as required. 4. Provide pastoral care to students, for example as a Personal Tutor, as appropriate 5. Undertake student placement visits as required. <p>N.B. The above list is not exhaustive.</p>	