

Academic Role Profile

Faculty/Administrative/Service Department:	Faculty of Engineering and Physical Sciences Centre for Environment and Sustainability	
Job Title:	Senior Lecturer (Teaching Track)	
Job Family & Job Level	Research and Teaching	
Responsible to:	Head of Department or Faculty	
Responsible for:	May have supervisory responsibility for other staff	
Job Summary and Purpose		
<p>To make a major contribution to teaching development at undergraduate and postgraduate level.</p> <p>To lead in Faculty/Department management and administration at an appropriate level.</p>		
Main Responsibilities and Activities		
Teaching delivery and development:		
<p>Give leadership to sustained development of 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>Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.</p> <p>Create opportunities for the development of new specialist pathway.</p> <p>Lead on the maintaining of quality and standards for the delivery of programmes.</p> <p>Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.</p> <p>Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.</p> <p>Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.</p> <p>Train and supervise students at UG and PG level (as appropriate).</p> <p>Undertake lead and support the development of appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and</p>		

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provide appropriate protocols for excellent feedback to students. Critically evaluate the impact of the assessment criteria.

Where appropriate act as a University delegate during teach out period with Associated institutions.

Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.

Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal.

Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.

Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

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

Perform senior administrative duties such as Director of Studies, Director of Learning or Programme Director, that enhance the effectiveness of the management of the Faculty's student learning experience and learning opportunities.

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

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Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

Person Specification

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.
- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals

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

Relationships and Contacts

Post holder will be a member of Faculty committees relevant to their 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.

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.

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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:	Senior 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 senior 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	E
Evidence of supervising student research projects	D
Evidence of involvement with teaching administration	E

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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>	