Academic Role Profile

Job Title:	Lecturer (A) (Research and Teaching Track)

Responsible to:	Head of Department or Faculty

Responsible for:	Not applicable

Job Summary and Purpose

To develop a personal research portfolio in line with the Faculty's research strategy, to teach at undergraduate and postgraduate level, and to participate in Faculty administration, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required.

Main Responsibilities/Activities

To support the research activities of the Faculty by:

Developing the research activities of the Faculty by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team.

Undertaking research activities (sometimes under supervision) in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.

Assisting with the development of research proposals and funding bids, with appropriate support, as a self-contained item or as part of a broader programme.

Publishing original research in appropriate journals or other media, as appropriate.

Attending appropriate conferences for the purpose of disseminating research results or for personal development

Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body under the guidance of a senior colleague (*for academics with clinical links only*).

May have responsibility for research staff employed on programmes and awards directed by the post holder.

To support the teaching objectives of the Faculty by:

Helping to develop new teaching methods and design programme units, and sharing responsibility for the quality of programme units.

Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.

Assisting with the training and supervision of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.

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

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 and translating the knowledge of advances in the subject area into the course of study.

To undertake pastoral care of students

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and providing support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support referring students as appropriate to services providing further help.

To contribute to the efficient management and administration of the Faculty by:

Performing such personal administrative duties throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Faculty. Such duties may include, for example, library representative, year tutor.

Person Specification

The post holder must have:

An honours degree or an appropriate and equivalent professional qualification in a relevant subject.

Normally a doctoral degree or be working towards a doctoral degree or an equivalent research degree

Evidence of teaching and presentational skills or potential.

Evidence of administrative/organisational skills or potential.

Evidence of current research/scholarship at doctoral level or equivalent, and potential for development

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Relationships and Contacts

The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example Faculty Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and university. Research priorities will be agreed within the strategic framework of the research theme of which they are a member. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

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.

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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 Role Profile.

Job Title:	Lecturer A in Audio Engineering

Background Information/Relationships

This role is within the Department of Music and Media at the University of Surrey, and will contribute to the research and teaching activity of the Institute of Sound Recording (IoSR), including the Tonmeister® programme in Music and Sound Recording.

The IoSR was founded in 1998, and it has become known internationally as a leading centre for research in psychoacoustic engineering, with world-class facilities and with significant funding from research councils (in particular EPSRC and the European Commission) and from industry (we have successfully completed projects in collaboration with Adrian James Acoustics, Bang & Olufsen, BBC R&D, Genelec, Harman-Becker, Institut für Rundfunktechnik, Meridian Audio, Nokia, Pharos Communications and Sony BPE). Additionally, the IoSR was a founding partner in the EPSRC-funded Digital Music Research Network (DMRN) and Spatial Audio Creative Engineering Network (SpACE-Net).

The Tonmeister programme has been in operation since 1970, and is unique in the way that it combines study of audio engineering, music, and practical sound recording. All these components are essential for an audio engineer to be able to cope with a wide variety of tasks, and it allows our graduates to work in a wide range of roles, from composition, through operational roles in studios, post-production and broadcast companies, to equipment design and broadcast engineering.

The engineering aspects of the Tonmeister programme cover the components that contribute to modern sound recording and reproduction, such as acoustics, electronics, computer audio systems and programming, sound synthesis and signal processing. The practical elements of the studies include tuition in recording techniques and critical listening, as well as allowing students to record a wide range of music. The musical components of the programme include analytical skills and provide the opportunity for detailed study of creative disciplines such as performance and composition. The successful applicant will contribute to the engineering aspects of the programme – depending on the successful applicant's profile, this will include some of the following: audio engineering; audio signal processing; computer audio systems; electroacoustics; or sound synthesis.

The Department of Music and Media also includes programmes and researchers in Music, Creative Music Technology, Film Production & Broadcast Engineering, and Film, Animation & Digital Arts. This forms an exciting hub of activity in creative practice and media technology applied to current and future industry practice that members of the IoSR contribute to and benefit from. The Department also hosts a regular series of concerts, as well as conferences and colloquia, and collaborates closely with industry, attracting funding and equipment from the likes of AMS-Neve, Bowers & Wilkins, Dolby, Genelec, Moog, and Sony.

There are many opportunities for wider collaboration at Surrey. Colleagues in the IoSR regularly collaborate with colleagues in the Centre for Vision, Speech and Signal Processing (CVSSP) in the Department of Electronics. Current collaborative projects include the Intelligent Hearables

with Environment-Aware Rendering (InHEAR) project (funded by Bang & Olufsen). Other current research projects include Scalable Room Acoustics Modelling (SCReAM – funded by EPSRC and in collaboration with SONOS and EA). The IoSR has also previously collaborated with colleagues in the School of Psychology.

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 Role Profile.

	Essential/ Desirable
Doctoral degree, or near completion of doctoral degree in an area related to the IoSR	E
Evidence of high quality research publications in an area related to the IoSR	E
Track record of high quality teaching and dissertation supervision in an area related to the IoSR	D
Evidence of research funding proposal development, appropriate to career stage	D
Evidence of previous external research income or support, appropriate to career stage	D
Evidence of ability to teach audio engineering topics	E
Evidence of ability to clearly explain audio engineering concepts	E

Special Requirements	Essential/ Desirable

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 Role Profile.

1. Prepare and deliver teaching in audio engineering topics.

2. Plan and conduct academic research, publish findings, and seek and attract external research funding.

3. Attend meetings, seminars and related activities and demonstrate academic leadership.

4. Carry out an administrative role (e.g. programme director, exams officer, admissions tutor, website manager).

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5. Contribute to the general administration and recruitment activities of the Tonmeister programme.

6. Support students through personal tutorials and supervision of dissertations and placements.

7. Recruit and supervise PhD students.

N.B. The above list is not exhaustive.