

## Academic Role Profile

<b>Faculty/Administrative/Service Department:</b>	Faculty of Engineering and Physical Sciences School of Sustainability, Civil and Environmental Engineering
<b>Job Title:</b>	Lecturer (B) (Teaching Track)
<b>Job Family &amp; Job Level</b>	Research and Teaching
<b>Responsible to:</b>	Head of Department or Faculty
<b>Responsible for:</b>	Teaching staff in the Department or School. May supervise other staff.
<b>Job Summary and Purpose</b>	
<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>	
<b>Main Responsibilities and Activities</b>	
<p><b>Teaching delivery and development:</b></p> <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</p>	

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learning activities.

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

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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.

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.

<b>Job Title:</b>	Lecturer in Civil and Environmental Engineering
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### **Job Summary/Purpose:**

The successful applicant will contribute to teaching of different subjects including mathematics, Structures and Geotechnics at undergraduate level (including design modules) and to the wider taught programmes in the School. The post holder will develop and deliver a programme of learning support, specifically aimed at student in HEQ Levels 4 & 5 in civil engineering offering support in mathematics and its applications. The post holder will be expected to create and manage a positive learning environment during the spring/summer breaks, specifically for undergraduate students.

### **Background Information/Relationships**

**Faculty:** The University of Surrey is organised into three Faculties. The Faculty of Engineering and Physical Sciences (FEPS) comprises five Schools of: Maths and Physics; Sustainability, Civil and Environmental Engineering; 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 Faculty is built on the core engineering disciplines of aeronautical engineering, biomedical engineering, civil engineering, chemical engineering, electronic engineering and mechanical engineering, together with the core scientific disciplines of computing, materials, mathematics and physics. Within these fields we enjoy a 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. We believe strongly in the principle that a university should contribute to the cultural wealth of society by developing the basic sciences whilst also developing the technology which will improve our overall quality of life.

**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 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.

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The postholder will contribute to teaching of Structures or Geotechnics at undergraduate level (including design orientated modules) and at MSc level in their specialist area, in addition to contributing to the wider Civil and Environmental Engineering taught programmes. Currently, we offer BEng and MEng Degrees in Civil Engineering, together with a wide range of postgraduate MSc Degrees in:

- Bridge Engineering
- Civil Engineering
- Structural Engineering
- Water and Environmental Engineering
- Infrastructure Engineering and Management
- Advanced Geotechnical Engineering

Our teaching and research activities are supported by a range of well-equipped laboratories and computing facilities. Many of our students benefit from the unique Surrey/ICE Scholarship Programme or Surrey's Professional Training Year. Our score in the NSS annual survey is consistently high. In REF 2021, staff in the Department of Civil & Environmental Engineering were returned as part of the University's submission to Engineering; 93% of our research output was rated as world-leading or internationally excellent.

Our taught courses are fully accredited by the relevant Professional Institutions, the Engineering Council and European Accreditation of Engineering Programmes. It is expected that the postholder will be, or have the credentials to become, a Chartered Engineer.

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.

	<b>Essential/ Desirable</b>
A higher research degree (PhD) in Engineering	E
Ability and willingness to contribute to University life beyond teaching and research	E

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Evidence of high quality teaching at the UG or PG level; or potential to achieve this	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
Evidence of industry experience and/or engagement with industry/other organisations	D
Chartered Engineer status	D
<p><b>Key Responsibilities</b></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"> <li>1. Develop and deliver a programme of learning support, specifically aimed at student in HEQ Levels 4 &amp; 5 in civil engineering and with deficiencies in mathematics and their applications. Also, create and manage a positive learning environment during the spring/summer breaks, specifically for undergraduate students.</li> <li>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 maths/structures/geotechnics areas of the curriculum.</li> <li>3. Participate in a range of School and University administration activities, as required.</li> <li>4. Provide pastoral care to students, for example as a Personal Tutor, as appropriate.</li> <li>5. Undertake student placement visits as required.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>	

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