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| **Job Title:** | Lecturer (B)  (Research and Teaching Track) |

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| **Responsible to:** | Head of Department or Faculty |

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| **Responsible for:** | Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff. |

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| 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. |

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| Main Responsibilities/Activities |
| **To support the research activities of the Faculty by**:  Developing the research activities of the Faculty by sustaining a personal research plan independently and/or in collaboration with others as part of a larger research team.  Managing and undertaking research activities in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.  Developing innovative research proposals (as a self-contained item or as part of a broader programme), identifying sources of funding, submitting funding bids, and gaining positive reviews for these. Planning the research to be undertaken.  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 (*for academics with clinical links only*).  **To support the teaching objectives of the Faculty by**:  Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.  Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.  Training and supervising of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.  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 undertake pastoral care of students**  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. Referring students as appropriate to services providing further help.  **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 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 Faculty co-ordinating roles, for example, running the process of admissions, examinations or teaching quality assessment.  Advising, supervising and giving guidance to other staff |

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| **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  Normally former experience of working as a lecturer  Evidence of administrative and organisational skills  Evidence of current research/scholarship at post-doctoral level or equivalent |

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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. |

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| **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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| **Job Title:** | Senior Lecturer  (Research and Teaching Track) |

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| **Responsible to:** | Head of Department or Faculty |

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| **Responsible for:** | Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff. |

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| Job Summary and Purpose |
| To develop a personal research portfolio in line with the Faculty’s research strategy, to take a lead in teaching at undergraduate and postgraduate level, and to participate in Faculty and University administration. |

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| **Main Responsibilities/Activities** |
| **To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:**  Developing the research activities of the Faculty and the University by maintaining an expert reputation in own subject area independently and/or in collaboration with others as part of a larger research team, sustaining a track record of published research findings.  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 (as a self-contained item or as part of a broader programme), identifying sources of funding, submitting funding bids, and gaining positive reviews for these. Planning the research to be undertaken  Publishing original research in appropriate journals or other media, as appropriate.  Engaging in external academic activities in accordance with the Faculty’s research strategy at a national level. Such activities may include creative work, the generation of research funding, and contribution to professional meetings and societies.  Contributing to the wider academic community general life and work of the University through, for example, editing journals, refereeing papers, external examining, involvement in professional bodies.  Attending appropriate conferences for the purpose of disseminating research results or personal development  Leading funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University.  Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).  **To develop the teaching activities of the Faculty by:**  Leading the development of new teaching methods and designing programme units and taking responsibility for the quality of programme units.  Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.  Training and supervising of students (including research students) and acting as a tutor for industrial/professional training year students, and acting as an external examiner, according to own area of subject specialism.  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. 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 such personal administrative duties throughout the Faculty and the University as are recognised by the University as properly within the remit of the work of academic staff, such as Director of Studies, Examination Office, Time-tabling Officer.  Advising, supervising and giving guidance to other staff. |

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| **Person Specification** |
| **The post holder must have:**  A higher professional qualification, normally a doctoral degree  Proven academic leadership  Achievement in scholarship and research at a national level  Evidence of a leadership/development role in high quality teaching at undergraduate and postgraduate level  Evidence of making a contribution to the administration and general life and work of an academic institution |

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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 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. |

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| **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. |

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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
* 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/Senior Lecturer in Biochemistry | | |
| **Background Information/Relationships**  The post holder is expected to lead a research portfolio that is supported by external funding and evidenced by high quality publications and societal impact whilst contributing to the teaching of aspects of biochemistry and related subjects, at undergraduate and postgraduate level, including the supervision of doctoral level research.  Existing expertise in the Department of Biochemistry and Physiology covers Biochemistry, Cardiovascular Biology, Chronobiology, Immunology and Physiology. We host state of the art facilities for molecular, tissue culture and electrophysiology investigations. The Department sits within the School of Biosciences alongside a department of Nutrition and Exercise Science, Department of Microbial Sciences, Department of Experimental Medicine. The School of Biosciences sits within the Faculty of Health and Medical Sciences alongside the Veterinary School, the Health School, The Schools of Medicine and Psychology. Potential for collaboration across the other faculties exists, for example with Mathematical Biology, Chemistry (The University of Surrey hosts the Ion Beam centre) and the People-Centred AI Institute. There is also the potential to develop research opportunities with our research partners (including Pirbright, Animal and Plant Health Agency (APHA), Zoetis, National Physical Laboratory (NPL). The role-holder will therefore bring and develop an independent research portfolio but have an interdisciplinary and collaborative outlook. | | | | |
|  | **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. | | | |
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| Lecturer | Snr. Lecturer |
| Evidence of high-quality publications in peer reviewed academic journals. | | | E | E |
| Doctoral Degree in Biological Sciences or related discipline | | | E | E |
| Teaching Qualification and/or teaching experience in HE | | | E | E |
| Experience in developing and maintaining external collaborations with a range of stakeholder groups. | | | E | E |
| Evidence of research funding application and success appropriate to career stage | | | E | E |
| Evidence of PhD student supervision | | | D | E |
| Track record of innovative teaching | | | D | E |
| Experience in programme design and academic administration | | | D | E |
| Evidence of impact arising from research | | | D | E |
| **Special Requirements** | | |  | |
| To support the academic culture of the School and Department through regular attendance/leading (as appropriate) of meetings and related activities – both inside and outside of semester time. Due to the nature of academic roles, some travel, and evening and weekend attendance (subject to reasonable notice) will be required. | | | E | E |
|  | **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. Contribute effectively to the teaching of biochemistry/physiology and related subjects, as well as administration at undergraduate and postgraduate level. 2. Raise research income to support your conduct of sustainable independent research to a national and international standard 3. Stimulate and facilitate research in the School of Biosciences and Medicine and across the Faculty of Health and Medical Sciences through collaborations within the University and beyond, to include nationally and internationally, for research grants and publications. 4. Enhance the academic profile of the School through attendance (as a speaker) at conferences. 5. Recruit and supervise PhD students. 6. Contribute to the strategic development and internal and external reputation of the Department, in particular through engagement with collaborative research, programme development and wider University projects and initiatives.   **N.B. The above list is not exhaustive**. | | | |