

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences / School of Literature & Languages		
Job Title:	Lecturer (A) (Teaching Track)		
Job Family & Job Level	Research and Teaching	Level 4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
<p>Job Summary and Purpose</p> <p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To participate in appropriate level of Faculty/Department management and administration.</p> <p>Duties may be carried out with the guidance of a mentor, if required.</p>			
Main Responsibilities and Activities			
<p>Teaching delivery and development:</p> <p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience.</p> <p>Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</p> <p>Student pastoral care</p> <p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p> <p>Management and administration</p> <p>Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.</p> <p>Grow personal involvement with academic, professional or clinical networks in the discipline.</p>			
Person Specification			

Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:

- Evidence of teaching and presentational skills or the potential to acquire these.
- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and 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's 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:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

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 (Teaching Track) / Lecturer in Translation Studies

Background Information/Relationships

The Centre for Translation Studies (CTS) is experiencing a period of exciting growth and expansion. Established in 1982, CTS has built a reputation for outstanding research, teaching, and scholarship in the fields of translation and interpreting. Recently, thanks to an 'Expanding Excellence in England' (E3) award from Research England, CTS has been able to expand its research, teaching and innovation activities by combining and integrating human, technology-enhanced, and automated approaches to translation and interpreting. This programme contributes to future-proofing translation and interpreting research and practice in the era of rapid advances in artificial intelligence and other technologies.

Research in the Centre for Translation Studies

As an internationally leading centre for research, scholarship and teaching in translation and interpreting, CTS offers a PhD programme and four Masters' programmes, including the longest-running MA in Translation in the UK, and a Master by Research (MRes) in Translation and Interpreting Studies.

Following our E3 award, we have created an interdisciplinary centre for the study of translation, interpreting and related forms of communication, bringing together humanities-based research practices in translation and interpreting studies with innovative social research methods and cutting-edge advances in language, translation and communication technologies, natural language processing, and artificial intelligence. We have a reputation for high-quality research and teaching in translation, audiovisual translation and interpreting.

One common focus of our research is the study of how professional translators/interpreters and those who use their services interact with, and adapt to, emerging technological ecosystems and how this is changing the processes and products of translation and interpreting practice. This focus is reflected in our innovative postgraduate and professional development courses, which are developed in collaboration with translation market leaders to equip course participants with the necessary skills for the future language industry.

Our vision is to enable the responsible and intelligent integration of human and machine, as we believe that this is critical at a time when increasing technology use and automation is reshaping the Language Services Industry into one of the fastest growing industries nationally and globally.

The post-holder is expected to contribute towards our ongoing teaching, learning and professional development and to make a strong contribution to achieving our vision.

CTS within the university

CTS is part of the School of Literature and Languages and the Faculty of Arts and Social Sciences, one of the three Faculties within the University of Surrey, as well as being closely affiliated to Surrey's new pan-University Institute for People-Centred Artificial Intelligence. The Faculty of Arts and Social Sciences has an active research culture and a strong focus on collaborative research, supported, for example, by internal seed funding schemes for the development of new research and societal impact from research. The Institute for People-Centred AI offers innovative opportunities for cross-disciplinary collaboration between AI and domain experts. Based in Guildford just outside of London, the University of Surrey is an outstanding international University with a strong focus on digital innovation.

The post holder will report to the Director of CTS.

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
1. Postgraduate degree in translation, language technologies or computational linguistics	E

2. Excellent analytical skills including ability to provide academic judgement and to offer original and creative thoughts, to analyse data and to interpret findings	E
3. Proven ability to formulate problems and conduct background research, and to prepare reports, and to present work both orally and in written form to different audiences	E
4. Teaching/training experience in translation	D
5. Research experience in the use of technologies in translation and an emerging track record of excellent publications, commensurate with career stage	D
6. Experience in outreach- and impact-focused activities	D
7. Experience in working effectively as part of an interdisciplinary team	D
8. Excellent interpersonal and organisational skills	E
Special Requirements	Essential/ Desirable
Prepared to occasionally work out-of-hours	D
Willingness to travel	D
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.	
<p>The post holder will</p> <ol style="list-style-type: none"> 1. Make a strong contribution to current CTS degree programmes, including assessment and project supervision 2. Contribute to the expansion of CTS's professional development courses 3. Contribute to the drafting of interim/final project reports and new funding proposals, as appropriate 4. Grow collaborative networks, impact and reach of work with business, government, non-governmental institutions, professional bodies and/or the public 5. Contribute to other activities aimed at growing CTS, including consultancy 6. Undertake administrative duties as agreed with the relevant line manager <p>N.B. The above list is not exhaustive.</p>	