

Job Title:	Lecturer (B) (Research and Teaching Track)
Responsible to:	Head of Department or Faculty
Responsible for:	Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff.

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.

Main Responsibilities/Activities
<p>To support the research activities of the Faculty by:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or for personal development.</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>).</p> <p>To support the teaching objectives of the Faculty by:</p> <p>Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p> <p>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.</p> <p>Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p> <p>To undertake pastoral care of students</p> <p>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.</p>

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

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

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.

Addendum – Role Purpose

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 in Digital Economy, Entrepreneurship and Innovation

Background Information/Relationships

DDEEI, the Department of Digital Economy, Entrepreneurship, and Innovation (<https://www.surrey.ac.uk/departments-digital-economy-entrepreneurship-innovation>) is the home of many internationally recognised academics who are reaching out to business and delivering ground-breaking advancements in digital entrepreneurship and leading in areas such as big data, digital platforms and digital business models. Please visit the DDEEI and the CoDE websites for more information and details on our research and teaching foci. To get a feel for the team and their experiences please visit the team page. Please also explore the Surrey CoDE research centre and the EPSRC Centre for Distributed Digital Economy.

CoDE, the Centre of Digital Economy (CoDE, <https://www.surrey.ac.uk/centre-digital-economy>), led by Professor Annabelle Gawer, is closely affiliated to the DDEEI. The successful candidate and post holder will be invited to join CoDE, the leading multidisciplinary research centre dedicated to understanding the social, technological, economic, managerial, organisational, political, and ethical implications of the digital economy. The digital economy changes how we work, how we compete, how we organise and how we innovate. At CoDE, we drive forward joint projects to leverage the opportunities created by the digital economy to enhance society and enrich human life. Our 35 members' research includes work on fascinating topics such as the power of BigTech platforms, digital platforms and new business ecosystems, digital entrepreneurship and innovation, the impact of digital on sustainability, fake news in social media, and how blockchain is transforming supply-chains. We also study digital innovation in developing countries and particular in the digitalisation of governments in the global South. Members of CoDE contribute to the research fields of Strategy, Entrepreneurship, Information Systems, Supply-Chain and Operations, Organisation Theory, and Sociology. Half of our members belong to DDEEI, while the other half comes from across departments in SBS such as Finance or Business Transformation, as well as other departments in the Faculty of Arts and Science such as Sociology. We also have members from other University of Surrey faculties and institutes such as Faculty of Engineering and Physical Science and the People-Centred AI Institute. We always look to support and to connect to interesting research that explores any dimension of the digital economy, be it economic, managerial, social, or organisational. In addition to our research, we organize events, conferences, and webinars that help diffuse and cross-fertilize ideas and bring together different communities of academics, business practitioners including innovators and entrepreneurs, and regulators. Examples of our conferences, activities, and keynote speeches by CoDE members can be found on CoDE YouTube channel <https://www.youtube.com/@SurreyCODE>.

Our staff publish in leading journals in our fields such as Academy of Management journals, Strategic Management Journal, Organization Studies, HBR, the International Journal of Operations Management, Technovation, Journal of Business Ethics, and Supply Chain Management among others. DDEEI is led by Professor Glenn Parry and includes a healthy mix of research active faculty and practitioner teaching fellows. As a team, we have grown strongly in recent years, and will continue to do so in future, with further appointments already in the pipeline.

As a growing department, we seek to appoint a Lecturer in Digital Economy, Entrepreneurship and Innovation to join our team. Individuals are expected to have either published at least one CABS 3 article in the leading journals, and to be developing a full pipeline of CABS 3 and 4 articles going forward, and teach a broad range of digital entrepreneurship and innovation topics across the curricula of UG and PG programmes. You would also contribute to developing the research agenda of the Department of Digital Economy Entrepreneurship and Innovation, participate in grant applications and cooperate with

companies and other external stakeholders. In your teaching, you are expected to emphasise the quality of the student experience.

Job Summary and Purpose

- To contribute to the research life of the Department.
- To make a major contribution to research and to publish journal articles at CABS 3 and 4:
 - For the Lecturer role, we would expect the candidate to have at least one CABS 3 article already published, and several CABS3 or 4 in the pipeline
- To apply for funding for research.
- To make a contribution to teaching at undergraduate and postgraduate levels in the areas of entrepreneurship, innovation and digital economy: the post holder is typically expected to lead one module and teach in another module in a year.
- To support the development of taught courses at undergraduate and postgraduate level.
- To lead in Faculty/Department management and administration at an appropriate level.

The post holder will be a member of the Department for Digital Economy, Entrepreneurship and Innovation and is expected to contribute to the Centre of Digital Economy.

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
PhD in relevant area	Essential
Evidence of knowledge and understanding of current developments in entrepreneurship and innovation in the context of digital economy.	Essential
Evidence of a strong pipeline of research papers with at least one accepted/published article at CABS 3 or 4* quality, and a pipeline of future research showing target journals and each paper's stage of development. Please give the CABS rating of all your publications on your application e.g. (rated CABS 3).	Essential
Willingness to contribute to programme management, support and development. Ability and enthusiasm to teach courses in the Department for Digital Economy, Entrepreneurship and Innovation at undergraduate and postgraduate levels, to specialists and non-specialists, while enhancing the student experience	Essential
Willingness to undertake administrative duties within the department	Essential
Willing to apply for funding for research	Essential
Special Requirements	
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	Essential
The post holder is expected to work outside normal office hours as necessary.	Essential
Experience in teaching	Desirable
Potential and desire to work closely with people in business and other external organisations in research and knowledge exchange	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. Conduct sustainable independent research to an internationally excellent standard in the Surrey Business School.
2. Demonstrate currency of knowledge in relation to developments in managerial practice.
3. Enhance the academic standing of the School through contribution at national and international conferences.
4. Contribute to the teaching at both undergraduate and postgraduate levels, drawing on your expertise in entrepreneurship or innovation and related areas, e.g. business modelling, entrepreneurship theory, (digital) innovation management, digitalisation business strategies, digital projects development.
5. Lead innovation or entrepreneurship 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.
6. Recruit and supervise PhD students.
7. Contribute to the strategic development of the Department, and wider culture of the School through engagement with research strategy, programme development and business school projects and initiatives.
8. Support the academic culture of the School and Department through taking a key academic leadership role, along with regular attendance/leading (as appropriate) of meetings and related activities – both inside and outside of semester time.
9. Be willing to take administrative responsibility at the Department Level, such as Education Lead.
10. Show experience in and dedication to providing a high-quality student experience.

Student pastoral care

11. Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.
12. Act as personal tutor and give first line support before referring students on to appropriate services. You will typically be assigned a number of personal tutees and a very small number of work placement students.

N.B. The above list is not exhaustive

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.