

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.

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>

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

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

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 (B) in Pharmaceutical Sciences
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Job Purpose and Summary

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 School and Faculty administration.

Main Responsibilities/Activities

1. Undertake high quality research, as evidenced by a strong publication record and other metrics associated with successful outcomes, that complements one or more of the existing activities within pharmaceutical or formulation science.
2. Develop and maintain an outstanding track record of publication of high quality research findings in top-tier international journals and conferences.
3. Apply for funding to support research activities and research students.
4. Deliver a high quality teaching and learning experience to students undertaking undergraduate and postgraduate courses, particularly, but not exclusively, with an emphasis on the pharmaceutical sciences programmes.
5. Provide academic leadership at undergraduate and postgraduate level, taking an active role in planning and delivering teaching and assessment activities, fulfilling the roles of supervisor and personal tutor, and delivering pastoral care and support. Supervision of undergraduate and postgraduate students.
6. Provide pastoral care to students, for example as a Personal Tutor, as appropriate
7. Perform module/programme/School/Faculty administrative duties, contributing to the general life and work of the University. This may require occasional work outside normal hours or at weekends e.g. University Open Days.

N.B. The above list is not exhaustive.

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
A higher research degree (PhD)	E
A research vision to be pursued over the next five/ten years	E
Understanding of the external research environment and potential to achieve this	E
A growing record of high quality academic publications	E

Evidence of high quality teaching or potential to achieve this	E
Excellent communication, inter-personal and networking skills	E
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities at an international level	E
Evidence of dealing with employers and experience in student placements	D
Evidence of PhD supervision	D

Background Information

This should be read in conjunction with those contained within the accompanying generic Role Profile.

Background Information/Relationships

School of Chemistry and Chemical Engineering:

Newly formed in 2022, the School of Chemistry and Chemical Engineering (SCCE) brings together approximately 45 academic staff working at the forefront of both chemistry and chemical engineering into one cohesive unit to tackle global challenges. The School has expertise across chemistry (both organic and inorganic synthesis, medicinal chemistry, electrochemistry, analytical chemistry centre of excellence) and chemical engineering (process engineering, pharmaceutical and formulation technologies). The School benefits from state of the art research, teaching and analytical laboratories and facilities and its own award-winning pilot plant. Student satisfaction is very high and the School contributed to two UoAs in REF2021. The School collaborates widely with colleagues across the Faculty of Engineering and Physical Sciences (FEPS) and also the Faculty of Health and Medical Sciences (FHMS). This post represents an expansion of the provision in pharmaceutical and formulation sciences within the School.

Faculty of Engineering and Science:

The University of Surrey is organised into three Faculties: Engineering and Physical Sciences (FEPS); Health and Medical Sciences (FHMS) and Arts and Social Sciences (FASS). FEPS is made up of five Schools (Chemistry and Chemical Engineering; Computer Science & Electronic Engineering; Mathematics and Physics; Civil and Environmental Sciences; Mechanical Engineering Sciences). All departments have a strong 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.

Relationships:

The appointee will report to the Head of School. S/he will establish working relationships with staff (including other academics, researchers, and support staff) and students in the School in addition to staff in the wider Faculty and university, as appropriate. S/he will liaise with internal processes to develop new degree programmes and with external third parties/industry partners and external bodies informally and formally, as necessary, and lead on developing placement opportunities for students.