



Post Details		Last Updated: 04/02/2025	
Faculty/Administrative/Service Department:	Education Office		
Job Title:	Lecturer (B) (Teaching Track)		
Job Family & Job Level	Research and Teaching	5	
Responsible to:	Head of Department or Faculty		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose			
To have significant input to teaching at undergraduate and postgraduate level.			
To make a significant contribution to Faculty/Department management and administration as appropriate.			
Main Responsibilities and Activities			
Teaching delivery and development:			
Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.			
Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.			
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.			
Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.			
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.			
Continually update knowledge and understanding in subject specialism and apply to course of study.			
Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.			
Engage in professional and pedagogical research to support subject specialism teaching and 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 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



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.

Job Title:

Lecturer B in Engineering Management (Online)

Background Information/Relationships

The appointed Lecturer in Engineering Management will play a key role in leading the provision of the MSc Engineering Management online programme through Surrey Online Learning (SOL).

The Lecturer will lead the online programme MSc Engineering Management; this will include aspects of programme and module development, synchronous and asynchronous delivery, ensure the management of assessment processes and collaborate with the wider online programmes on SOL as appropriate.

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. This should be read in conjunction with those contained within the accompanying generic Job Purpose.

1. Provide academic leadership to module leaders on the online programme, overseeing curriculum design, validation, development, delivery, assessment, and quality assurance.
2. Work with video production team and external content development partners to create, design, and manage educational content for modules in the allocated online programme.
3. Identify (and/or appoint) Module Leaders for the allocated online programme.
4. Moderate online discussion. Monitor, acknowledge, and regularly comment on programme discussion boards. Ask questions, summarise discussions, encourage debate and promote engagement.
5. Welcome students onto the allocated online programme, ensure a smooth transition into the University of Surrey and engage in ongoing activity to ensure students are well informed and feel part of an active online learning community.
6. Provide academic support to students, ensuring timely and seamless coordination between SOL partners (e.g. 2U) and on-site student support services, addressing issues promptly and effectively as needed.
7. Lead or contribute to the promotion, organisation, facilitation, and delivery of teaching sessions, as appropriate to the allocated SOL programme.
8. Ensure the smooth running of assessment activities, including marking, manage moderation and quality assurance processes effectively and efficiently.

N.B. The above list is not exhaustive.

Person Specification

Post holders are expected to hold a doctorate in a programme relevant subject area in Engineering, e.g., Electrical & Electronic Engineering, Computer Engineering, Mechanical Engineering, or Civil Engineering. They should also demonstrate knowledge and/or experience in engineering management, gained through research, teaching, or industry practice.

Post holder to demonstrate:

- A thorough grounding in the programme subject area
- Evidence of a high level of teaching and presentational skills
- Evidence of effective administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession



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- A high level of digital proficiency
- Experience of delivery and management of online and blended learning environments

An HE teaching qualification, e.g. HEA Fellowship, Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential.