

## Academic Role Profile

<b>Job Title:</b>	Lecturer (B) (Research and Teaching Track)
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<b>Responsible to:</b>	Head of Discipline, School or Faculty
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<b>Responsible for:</b>	Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff.
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<b>Job Summary and Purpose</b>
To develop a personal research portfolio in line with the School of Psychology and Faculty of Health and Medical Sciences research strategy, to teach at undergraduate and postgraduate level, and to participate in Faculty administration.

<b>Main Responsibilities/Activities</b>
<p><b>To support the research activities of the School by:</b></p> <p>Developing the research activities of the School 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><b>To support the teaching objectives of the Faculty by:</b></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>

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### **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 citizenship and leadership within the School by:**

Undertaking leadership and citizenship roles within the School in line with the roles' Terms of Reference, as are recognised by the University, and within the remit of the work of academic staff, as allocated by the Head of School/Discipline.

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

A doctoral degree

Evidence of administrative and organisational skills

Evidence of current research/scholarship at post-doctoral level, equivalent, or higher

### **Relationships and Contacts**

The post holder will be a member of such School and 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 School and university. Research priorities will be agreed within the strategic framework of the School and agreed with the Lead of the Section of which they are a member. Teaching and administrative duties will be allocated by the Head of Discipline, 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.

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**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 Description 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 Psychology

**Background Information/Relationships**

This post will contribute to research and teaching activity on the School of Psychology Undergraduate and Post-graduate taught programmes. You will be expected to carry out high quality research in your area of expertise; to regularly seek external research funding by submitting proposals to appropriate and relevant external funders; to publish in high quality academic outlets; to engage in impact generation activities; to deliver lectures, coordinate modules and undertake undergraduate and postgraduate supervision; to carry out placement supervision and visits; to provide pastoral support and engage in personal tutoring of students; to engage in citizenship activities, which includes the roles (available in the School) that facilitate the processes within the School; to engage in collegiate activities such as, being part of recruitment panels and reviewing other colleagues' proposals.

**Responsible for:**

Line management – a Section Lead, or a Teaching Lead, depending on the role and circumstance.

**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 Job Purpose.

	<b>Essential/ Desirable</b>
Obtained a PhD	<b>E</b>
Evidence of high quality research through e.g. publications	<b>E</b>
Evidence of emerging or considerable research independence, e.g. prior research project leadership and ability to attract funding	<b>E</b>
Evidence of experience of high-quality teaching or indicators to demonstrate the potential to develop high quality teaching	<b>E</b>
Experience of improving student experience through personal tutoring, supervision	<b>D</b>
Experience of engaging in impact-generating activities	<b>D</b>

**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.

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1. To engage in high quality research and PhD supervision
2. To contribute high quality teaching on Undergraduate and Postgraduate programmes
3. To undertake citizenship roles

**N.B. The above list is not exhaustive.**