

Academic Role Profile

Job Title:	Lecturer in Pharmaceutical Sciences (Research and Teaching Track)
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Responsible to:	Head of School of Chemistry and Chemical Engineering
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Job Summary and Purpose
To deliver high quality lectures, tutorials and practical sessions for undergraduate and taught masters students on programmes across the School, focusing on formulation and pharmaceutical sciences.

Main Responsibilities/Activities
<p>To support the teaching activities of the School by:</p> <p>Delivering high quality lectures and practical sessions for undergraduate and taught masters students on programmes across the School. In particular there will be a focus on pharmaceutical and formulation sciences and supervision of practical laboratory pharmaceutical sciences classes.</p> <p>Leading/developing teaching methods, designing undergraduate and postgraduate programmes, pursuing new teaching approaches.</p> <p>Teaching, training and supervising students (including research students), tutor industrial/professional training year students and external examining 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.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p> <p>To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:</p> <p>Collaborating with existing staff within the School.</p> <p>Designing and supervising final year undergraduate research projects.</p> <p>Maintaining an expert reputation in own subject area and providing advice and guidance to staff and students.</p> <p>To engage in scholarship by:</p> <p>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.</p> <p>To undertake pastoral care of students by:</p>

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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. Taking responsibility for dealing with referred issues for students within own educational programmes, and providing first line support for colleagues, referring them to sources of further help if required.

To contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:

Performing personal administrative duties such as research group leader and roles associated with teaching programmes, as allocated by the Head of School and contributing to the general life and work of the University.

Person Specification

It is essential that the post holder possesses a higher professional qualification, normally a doctoral degree

Demonstrated outstanding qualities and achievements in scholarship and research at a national and international level

Evidence of high quality teaching at undergraduate and postgraduate level

Significant academic publication recorded in refereed journals

Evidence of research, including postgraduate (taught and research) supervision

Relationships and Contacts

The post holder will take a leading role in the delivery of high quality teaching activities across the School, including lectures and laboratory classes, with a focus on pharmaceutical and formulation sciences and supervision of practical laboratory pharmaceutical sciences classes.

The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example 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 into the University. Teaching and administrative duties will be allocated by the Head of School and Director of Learning and Teaching, and will include roles related to both taught programmes and research activities across the Faculty.

Special Requirements

The post holder is may be expected to work outside normal office hours as necessary e.g. open days

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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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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 in Pharmaceutical Sciences

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, modelling, pharmaceutical and formulation technologies and energy). The School benefits from state of the art research, teaching and analytical laboratories and facilities and its own 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 Science and also the Faculty of Health and Medical Sciences.

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 four Schools (Chemistry and Chemical Engineering; Computer Science & Electronic Engineering; Mathematics and Physics; Engineering). All Schools 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 and indirectly to the Director of Learning & Teaching for Chemical Engineering. 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.

The position

This is an exciting opportunity for someone with a passion for novel and innovative approaches to teaching. The primary focus is the delivery of lectures on the

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pharmaceutical sciences programme in the area of formulation sciences and supervision of practical laboratory pharmaceutical sciences classes.
Enthusiasm and a willingness to work flexibly and to adapt to teaching creatively in a range of different contexts are essential, alongside excellent interpersonal and teamwork skills.

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.

	Essential/ Desirable
A higher research degree (PhD)	E
Evidence of high quality teaching	E
Relevant teaching qualification	E
Evidence of both module and programme leadership (at either UG or PG(T) level)	D
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level	D
Evidence of dealing with employers and experience in student placements	D
Evidence of project supervision – at undergraduate or PhD level	D
Evidence of sustained high quality academic publications	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 Job Purpose.

1. Contribute to the teaching of pharmaceutical sciences through lectures, workshops and laboratory classes, across the level 7 (Masters) curriculum, maintaining a high standard of delivery.
2. Contribute to the assessment of knowledge, competencies and skills.
3. Act as a personal tutor, delivering pastoral care and support.
4. Perform module/programme/School/Faculty administrative duties as required, contributing to the general life and work of the University.

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N.B. The above list is not exhaustive.