

Academic Role Profile

Job Title:	Lecturer (B) (Research and Teaching Track)
-------------------	---

Responsible to:	Director, Surrey Institute for People-Centred Artificial Intelligence (PAI)
------------------------	---

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

To support the research activities of the Faculty by:

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.

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.

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.

Publishing original research in appropriate journals or other media, as appropriate.

Attending appropriate conferences for the purpose of disseminating research results or for personal development.

Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).

To support the teaching objectives of the Faculty by:

Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.

Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.

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.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.

Taking part in activities such as validating and examining in relation to the University's associated institutions.

Academic Role Profile

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 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

Academic Role Profile

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 Job Purpose.

Job Title:

Lecturer in Inclusive Design (Research and Teaching) 0.5FTE

Background Information/Relationships

The Surrey Institute for People-Centred AI (PAI) is seeking to appoint a Lecturer in Inclusive Design to support the UKRI AI Centre for Doctoral Training in AI for Digital Media Inclusion (CDT).

The post holder will join the pan-University PAI Institute as part of the CDT, responsible for leading CDT training and research programmes in Inclusive Design and Responsible AI. Expertise and experience in inclusive design training and research is essential to the role. The post holder will lead the design, development and delivery of the CDT Inclusive Design training programme, support CDT PhD research and embed Inclusion and Responsible AI principles throughout the CDT. The post holder is expected to publish high-quality original research, develop a portfolio of research funding and contribute to PAI, Faculty and University teaching and research activities. The post holder will also supervise and advise PAI and CDT PhD researchers.

Key CDT Tasks include:

- Providing the CDT with expertise and leadership in inclusive design
- Contributing to CDT management activities
- Leading, developing and delivering inclusive design training and practice throughout the CDT activities including challenge projects and PhD research
- Supervising PhD students in the area of inclusive design

Academic Role Profile

- Providing inclusive design input to industry challenge projects
- Managing the CDT's relationship with external training partners and contributors to design, develop and deliver inclusion training for all members of the CDT including management of Inclusion Practitioner Certification, Train-the-Trainer programme and peer-to-peer training
- Supporting the embedding of inclusion within the challenge-led research training
- Enabling amplification of inclusion, inclusive research and inclusive AI training across the industry partners through PhD researchers certified as trainers and champions for inclusive design
- Supporting PhD researchers/research challenges in evaluation of AI-enabled inclusive media with user-groups
- Contributing to CDT recruitment activities (e.g. application review, selection days)
- Developing research objectives and proposals resulting in the publication of research of high-quality outputs, suitable for REF inclusion
- Developing and submitting research funding proposals to appropriate funding bodies, working with colleagues where appropriate
- Enhancing the CDT teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery
- Effectively presenting research findings to a wide range of stakeholders both internal and external to the University through conferences, review meetings and other options as appropriate
- Undertaking and contributing to peer assessment as appropriate.

The duties listed are not exhaustive and may be varied from time to time as required according to the changing needs of the CDT, PAI and the University partners. The post holder will be expected to undertake other duties as appropriate as requested by their line manager (in coordination with the CDT Manager).

The post holder may be required to work at any of the locations at which the CDT training is located including PAI, University of Surrey, and StoryFutures, Royal Holloway University of London.

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 writing high quality academic publications	E
Evidence of high quality teaching	E
PG Certification in Higher Education and/or membership of HEA	E
Ability to successfully supervise doctoral students	D
Evidence of scholarly contributions to conferences, professional meetings and	E

Academic Role Profile

societies at an international level, and evidence of achievements in other external activities at an international level	
Evidence of knowledge and experience in Inclusive Design training and research	E
Experience of writing/managing grant and funding applications	D
Ability to work effectively in a team and independently	E
Excellent communication and presentation skills	E
<p>Key Responsibilities</p> <p>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.</p> <ol style="list-style-type: none"> 1. Make a positive contribution to the programme of academic research within PAI and the CDT. The successful candidate will demonstrate success in writing high quality publications in international and world-leading peer reviewed journals. 2. Develop innovative research proposals and funding bids. Evidence of understanding the need for collaborative research opportunities with other members of Faculty staff and multidisciplinary research links with other parts of the University where appropriate. 3. Demonstrate an excellent student experience through delivery of high-quality, innovative and engaging teaching. 4. Providing academic contribution for programmes at undergraduate and postgraduate level. <p>N.B. The above list is not exhaustive.</p>	