

Academic Role Profile

Job Title:	Lecturer (B) in Virology (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
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 (<i>for academics with clinical links only</i>). 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. To undertake pastoral care of students

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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. 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.

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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.

Academic Role Profile

Job Title:	Senior Lecturer in Virology (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 take a lead in teaching at undergraduate and postgraduate level, and to participate in Faculty and University administration.

Main Responsibilities/Activities
To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by: Developing the research activities of the Faculty and the University by maintaining an expert reputation in own subject area independently and/or in collaboration with others as part of a larger research team, sustaining a track record of published research findings. Planning, co-ordinating and leading research activities in accordance with a specific project plan through a research team or a group of staff involved in research. Managing the financial and physical resources associated with the research activities. Supervising and guiding the work of staff and research and doctoral students on own specialist area. Leading 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. Engaging in external academic activities in accordance with the Faculty's research strategy at a national level. Such activities may include creative work, the generation of research funding, and contribution to professional meetings and societies. Contributing to the wider academic community general life and work of the University through, for example, editing journals, refereeing papers, external examining, involvement in professional bodies. Attending appropriate conferences for the purpose of disseminating research results or personal development Leading funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University. Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>). To develop the teaching activities of the Faculty by: Leading the development of new teaching methods and designing programme units and taking responsibility for the quality of programme units.

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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, and acting as an external examiner, 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.

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 undertake pastoral care of students by:

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 such personal administrative duties throughout the Faculty and the University as are recognised by the University as properly within the remit of the work of academic staff, such as Director of Studies, Examination Office, Time-tabling Officer.

Advising, supervising and giving guidance to other staff.

Person Specification

The post holder must have:

A higher professional qualification, normally a doctoral degree

Proven academic leadership

Achievement in scholarship and research at a national level

Evidence of a leadership/development role in high quality teaching at undergraduate and postgraduate level

Evidence of making a contribution to the administration and general life and work of an academic institution

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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 Role Profile.

Job Title:

Lecturer/Senior Lecturer in Virology

Background Information/Relationships

The post holder is expected to lead a research portfolio that is supported by competitive external funding and evidenced by high-quality publications and societal impact, whilst contributing to the teaching of virology and molecular biology, at undergraduate and postgraduate level, including aspects of programme development, and the supervision of doctoral level research students.

The University of Surrey has established an internationally recognised portfolio of activities and strengths in infection and immunity, that provides a strong foundation for future growth. There has never been a more pressing time to invest in research on infectious diseases and their prevention. The COVID-19 pandemic has shown the significant threat and socio-economic burden posed by emerging infectious diseases, including those transmitting from animals to humans and those re-emerging into the human population. This adds to the urgent need to address long-standing human viral disease that continue to lack effective treatment.

A key strategic area within the Faculty of Health and Medical Sciences is to expand the international impact of our molecular virology and 'One Health' research on human and zoonotic viral diseases and host immunity, maximising opportunities with our research partners (including Pirbright, Animal and Plant Health Agency (APHA), Zoetis, DSTL, UKHSA, National Physical Laboratory (NPL), and other Faculties in the University (with specialties including AI, engineering, sociology and tourism). The role-holder will therefore bring and develop an independent research portfolio that is also interdisciplinary and collaborative and includes a translational outlook.

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 (E)/ Desirable (D)	
	Lecturer	Snr. Lecturer
Doctoral Degree in Biological Sciences or related discipline.	E	E
Teaching Qualification and/or teaching experience in HE.	D	E
Evidence of high-quality publications in peer reviewed academic journals.	E	E
Evidence of research funding application and success appropriate to career stage.	E	E

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Experience in developing and maintaining external collaborations with a range of stakeholder groups.	E	E
Evidence of impact arising from research.	D	E
Evidence of PhD student supervision.	D	E
Track record of innovative teaching.	D	E
Experience in programme design and academic administration.	D	E
Special Requirements		
To support the academic culture of the School and Department through regular attendance/leading (as appropriate) of meetings and related activities – both inside and outside of semester time. Due to the nature of academic roles, some travel, and evening and weekend attendance (subject to reasonable notice) will be required.	E	E
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 Role Profile.		
1. Conduct sustainable independent research to a national and international standard of excellence. 2. Stimulate and facilitate virology research in the School of Biosciences and across the Faculty of Health and Medical Sciences through collaborations within the University and beyond, to include nationally and internationally, for research grants and publications. 3. Enhance the academic profile of the School through attendance (as a speaker) at national and international conferences. 4. Contribute effectively to the teaching of virology and related subjects, as well as administration at undergraduate and postgraduate level. 5. Recruit and supervise PhD students. 6. Contribute to the strategic development and internal and external reputation of the School or Discipline, in particular through engagement with collaborative research, programme development and wider University projects and initiatives.		
N.B. The above list is not exhaustive.		