

Post Details		Last Updated: 19/08/26	
Faculty/Administrative/Service Department:	School of Chemistry & Chemical Engineering		
Job Title:	Lecturer (A) in Chemical Engineering (Teaching Track)		
Job Family & Job Level	Research and Teaching	4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
Job Summary and Purpose To have significant input to the teaching at undergraduate and postgraduate level. To participate in appropriate level of Faculty/Department management and administration. Duties may be carried out with the guidance of a mentor, if required.			
Main Responsibilities and Activities			
Teaching delivery and development: Assist in developing teaching methods, materials and technologies to enhance the student learning experience. Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes. Plan, deliver and critically review a range of teaching and assessment activities including lectures. Assist in the development of innovative and relevant teaching, learning and assessment techniques. Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism. Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback. Continually update subject knowledge and understanding and apply advances to programme development. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.			
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 specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department. Grow personal involvement with academic, professional or clinical networks in the discipline.			
Person Specification			

Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:

- Evidence of teaching and presentational skills or the potential to acquire these.
- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and 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's 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:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

Post Details		Last Updated: 19/08/26	
Faculty/Administrative/Service Department:	School of Chemistry & Chemical Engineering		
Job Title:	Lecturer (B) in Chemical Engineering (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 Role Profile.

Job Title: Lecturer in Chemical Engineering

Job Purpose and Summary

To teach at undergraduate and postgraduate level, to continue some research through project supervision or collaboration with colleagues and to participate in School and Faculty administration.

Main Responsibilities/Activities

1. Deliver a high quality teaching and learning experience to students undertaking undergraduate and postgraduate courses, with a particular focus on chemical engineering (broadest context).
2. Provide academic leadership at undergraduate and postgraduate level, taking an active role in planning and delivering teaching and assessment activities, fulfilling the roles of supervisor and personal tutor, and delivering pastoral care and support. Supervision of undergraduate and postgraduate students.
3. Provide pastoral care to students, for example as a Personal Tutor, as appropriate
4. Perform module/programme/School/Faculty administrative duties, contributing to the general life and work of the University. This may require occasional work outside normal hours or at weekends e.g. University Open Days.

N.B. The above list is not exhaustive.

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/ Desirable
A higher research degree (PhD)	E
Evidence of high quality teaching or potential to achieve this	E
A teaching qualification or willingness to achieve this	E
Excellent communication, inter-personal and networking skills	E
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities – this could be in fundamental research or pedagogy.	E
Evidence of dealing with employers and experience in student placements	D
Evidence of final year UG project and MSc project supervision	D

Background Information

This should be read in conjunction with those contained within the accompanying generic Role Profile.

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, pharmaceutical and formulation technologies). The School benefits from state of the art research, teaching and analytical laboratories and facilities and its own award-winning 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 Physical Sciences (FEPS) and also the Faculty of Health and Medical Sciences (FHMS).

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 five Schools (Chemistry and Chemical Engineering; Computer Science & Electronic Engineering; Mathematics and Physics; Civil and Environmental Sciences; Mechanical Engineering Sciences). All departments 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. 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.