

Academic Role Profile

<b>Job Title:</b>	Lecturer (B)
<b>Responsible to:</b>	Head of Department or Faculty
<b>Responsible for:</b>	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.

**To undertake pastoral care of students**

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning

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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.

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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 in Data Assimilation

The post holder is expected to:

- conduct research that complements and reinforces the Department's existing strengths
- have the potential to collaborate with other members of the Department and researchers elsewhere in the University, as appropriate.

**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.

	<b>Essential/Desirable</b>
An honours degree or an appropriate and equivalent professional qualification in a relevant subject.	E
A doctoral degree in mathematics or a related discipline	D
Evidence of outstanding research in a relevant area at post-doctoral level or equivalent.	E
A record of outstanding refereed publications.	E
Experience of working as a lecturer.	D
Evidence of administrative and organisational skills.	D
Good presentation, communication and interpersonal skills.	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 Role Profile.

1. Make a positive contribution to the Faculty's strong research profile and to appropriate postgraduate and undergraduate teaching programmes.
2. Develop the research activities of the Department by conducting high-quality research and supervising PhD students as appropriate.
3. Enhance reputation in own subject area by engaging in external activities at national level such as contributions to professional networks, meetings, conferences, societies, professional and/or government bodies, editing journals and refereeing papers.
4. Provide a high standard of teaching on modules that are delivered by the Department.

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This includes setting coursework and examinations, marking them, and providing appropriate feedback to students.

5. Meet weekly with small groups of first year students to work through problems with them.
6. Supervise students undertaking projects, literature reviews and Professional Training.
7. Perform administrative duties that the University recognizes as being properly within the remit of the work of academic staff, as allocated by the Head of Department.

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

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### **FACULTY OF ENGINEERING AND PHYSICAL SCIENCES (FEPS)**

The University of Surrey is organized into four faculties. The Faculty of Engineering and Physical Sciences (FEPS) is the largest faculty and comprises the Departments of Computing, Mathematics, Physics, Electronic Engineering, Chemical and Process Engineering, Civil and Environmental Engineering and Chemistry together with the Division of Mechanical Engineering Sciences and the Centre for Environmental Strategy. The total undergraduate population of the Faculty is about 2,400 students. Within these disciplines we enjoy a reputation for excellence in research and teaching, allied to a strong enterprise culture, numerous industrial interactions and partnerships, and an unrivalled record of graduate employment. We seek to recruit the best academic staff from around the world. Our strong research ethos is exemplified by our large and very vibrant postgraduate community (640 research students and over 800 taught postgraduates), supported by outstanding facilities. We believe in the principle that a university should contribute to the cultural wealth of society by developing the fundamental sciences, whilst also developing the technology applications which will improve our overall quality of life.

### **DEPARTMENT OF MATHEMATICS**

Currently, research within the Department is divided into four groups of roughly equal size, namely

- Biosystems
- Dynamical Systems and PDEs
- Fields, Strings and Geometry
- Fluid Mechanics and Meteorology

There is a high degree of collaboration within the Department, and (on multidisciplinary projects) with researchers from other Surrey centres and departments. We have long-standing industrial links with the Met Office, the National Centre for Earth Observation, and the pharmaceutical industry. We are also part of an international network of universities with strong research and student exchange links. The last Research Assessment Exercise ranked Surrey Maths 7th out of 42 Applied Mathematics groups in the UK for world-leading research outputs and 11th out of 53 Mathematics groups in the UK for overall 'quality per FTE'.

The Department's portfolio of undergraduate programmes consists of its MMath degree and a range of BSc programmes. Over the past 5 years the undergraduate intake into the Department of Mathematics has more than doubled while at the same time increasing considerably in quality. Our National Student Survey results are excellent, with an average of 92% of students over the last 5 year declaring "overall satisfaction" with their programmes.

Further information about the Department can be found at [www.maths.surrey.ac.uk](http://www.maths.surrey.ac.uk).