Academic Role Profile

Job Title:	Lecturer (B)

Responsible to:	Head of Department or Faculty

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 Digital Economy

Background Information/Relationships

 The Department of Digital Economy at Surrey Business School is seeking applications for a Lecturer / Senior Lecturer position (equivalent to Assistant Professor). This is part of an ambitious effort to develop a world-class group of scholars who will make a significant contribution to management research on the digital economy. We are looking for exceptional candidates who will play an important role in our department and as members of its affiliated Centre for Digital Economy (CoDE) at the University of Surrey. The Centre's research spans areas such as digital platforms and innovation ecosystems, open source/open innovation, data analytics, emerging business models, and blockchain. In the last 12 months CODE has won six research awards in: three blockchain grants; cyber security; research into trust and vulnerability and business models around digital paper.

CoDE is deeply engaged with local as well as international businesses and offers opportunities for meaningful interaction with a vibrant entrepreneurial community, which helps ensure our research and teaching are relevant. We also have strong links to researchers across the University in engineering, telecommunications (with the world-class 5G Innovation Centre), computing, digital media, and animal health.

Post holder will collaborate closely with committed senior faculty who will support him / her toward ambitious publications objectives, aiming for A-journal publications.

Academic Role Profile

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
Ability to successfully supervise doctoral students	D
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities at an international level	D
Experience of writing/managing grant and funding applications	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. Make a positive contribution to the programme of industry engagement through impactful research

2. Make a positive contribution to the programme of academic research within the school. The successful candidate will demonstrate success in writing high quality publications in international and world-leading peer reviewed journals.

3. 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.

4. Able to contribute to a highly successful PhD programme within the school by supervising PhD students

5. Providing academic contribution for programmes at undergraduate and postgraduate level.

N.B. The above list is not exhaustive.

Academic Role Profile

Job Title:	Senior Lecturer

Responsible to:	Head of Department or Faculty

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 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 (*for academics with clinical links only*).

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.

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.

Academic Role Profile

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

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 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.

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.

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

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:	Senior Lecturer in Digital Economy

Background Information/Relationships

The Department of Digital Economy at Surrey Business School is seeking applications for three Lecturer and / or Senior Lecturer positions (equivalent to Assistant Professor). This is part of an ambitious effort to develop a world-class group of scholars who will make significant contributions to the various facets of management research on the digital economy. We are looking for exceptional candidates who will play an important role in our department and as members of its affiliated Centre for Digital Economy (CoDE) at the University of Surrey. CoDE is an international centre of excellence in research and teaching on the digital economy. The Centre's research spans areas such as digital platforms and innovation ecosystems, open source/open innovation, emerging business models, and blockchain. The Business School is also strategically growing its activity in data science, cybersecurity and digital health.

CoDE is deeply engaged with local as well as international businesses and offers opportunities for meaningful interaction with a vibrant entrepreneurial community, which helps ensure our research and teaching are relevant. We also have strong links to researchers across the University in engineering, telecommunications (with the world-class 5G Innovation Centre), computing, digital media, and animal health.

Post holder will collaborate closely with committed senior faculty who will support him / her toward ambitious publications objectives, aiming for A-journal publications.

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 successful grant and funding applications	E
Evidence of winning commercial funding	E
Evidence of high quality teaching	E
Evidence of successfully supervising doctoral students	D
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external	E

Academic Role Profile

activities at an international level	

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. Make a significant contribution to the programme of industry engagement through impactful research

2. Make a positive contribution to the programme of academic research within the school. The successful candidate will demonstrate continued success in writing high quality publications in international and world-leading peer reviewed journals.

3. Develop innovative research proposals and funding bids. Evidence of developing collaborative research opportunities with other members of Faculty staff and multidisciplinary research links with other parts of the University where appropriate.

4. Evidence of the ability to contribute to a highly successful PhD programme within the school by having successfully supervised PhD students to completion

5. Providing academic contribution for programmes at undergraduate and postgraduate level.

N.B. The above list is not exhaustive.