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.

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

Academic Role Profile

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.

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 Machine Learning and Computational Intelligence

Background Information/Relationships

The post holder is expected to enhance or complement our existing strengths in Machine Learning and Computational Intelligence, and have the potential to make a strong contribution in one or more of the following areas:

- evolutionary computation
- computational intelligence
- computational neuroscience
- machine learning and AI

or in related areas; with applications in areas such as:

- bioinformatics
- data-driven optimisation
- data analytics and big data
- healthcare
- secure machine learning
- self-organising and autonomous systems.

The post holder will develop a personal research programme in Machine Learning and Computational Intelligence. The appointee will have the enthusiasm to work collaboratively within a team, as well as with other partners within the University and internationally with academia and industry. The post holder will also contribute to the building of new industrial and other research collaborations, to extend our existing excellent links with partners such as as Honda, The Pirbright Institute, National Physical Laboratory, and Moorfields Eye Hospital.

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) or equivalent research/industry experience	E
Excellent research performance (continuing publication record, and evidence of actual/potential ability in external research grant income generation)	E
Ability to successfully supervise research degree students	D
Evidence of high quality teaching	E
Experience of working in industrial and/or academic collaborations	D
Evidence of scholarly contributions to conferences, professional meetings and societies, and evidence of achievements in other external activities	D
Excellent communication, inter-personal and networking skills	E

Experience of working collaboratively in a team	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 Faculty's strong research profile

2. Contribute to research collaborations with industry and academia

3. Make a positive contribution to appropriate postgraduate and undergraduate teaching programmes, for example in data science

N.B. The above list is not exhaustive.