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 markings 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

**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 Business, Sustainability & Ethics

Background Information/Relationships
The Department of Business Transformation & Sustainable Enterprise at Surrey Business School is seeking applications for a Senior Lecturer/Lecturer position. This post will support Surrey Business School’s expansion of student numbers in response to increasing demand. The School has a growing reputation for cutting-edge research, business engagement and innovative pedagogy.

We are looking for theoretical expertise in Business-Economics, Sustainability and Ethics. Our department is deeply engaged with local and international businesses which provide opportunity for meaningful interaction ensuring our teaching is aligned with industry demands. The position will require teaching on the Economics and Business Sustainability module and the Business Ethics module.

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.

<table>
<thead>
<tr>
<th>Essential/ Desirable</th>
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<td>Evidence of writing high quality academic publications</td>
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<td>Evidence of high quality teaching</td>
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## Academic Role Profile

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<thead>
<tr>
<th>Experience of Economics</th>
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<td>Ability to successfully supervise doctoral students</td>
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<tr>
<td>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</td>
<td>D</td>
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<tr>
<td>Experience of writing/managing grant and funding applications</td>
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### 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. Contribute to all aspects of teaching in the broad area of expertise as agreed with the relevant head of department.
2. Work with colleagues and take a lead on the effective development and delivery of taught modules at undergraduate and postgraduate level.
3. Undertake appropriate administrative/support duties as agreed with the relevant head of department.
4. 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.
5. 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.
6. Able to contribute to a highly successful PhD programme within the school by supervising PhD students.
7. Providing academic contribution for programmes at undergraduate and postgraduate level.

N.B. The above list is not exhaustive.
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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 (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.
Academic Role Profile

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

Relationships and Contacts
Academic Role Profile

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.

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To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

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All staff are expected to:

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Addendum

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Job Title: Senior Lecturer in Business, Sustainability & Ethics

Background Information/Relationships

The Department of Business Transformation & Sustainable Enterprise at Surrey Business School is seeking applications for a Senior Lecturer/Lecturer position. This post will support Surrey Business School’s expansion of student numbers in response to increasing demand. The School has a growing reputation for cutting-edge research, business engagement and innovative pedagogy.

We are looking for theoretical expertise in Business-Economics, Sustainability and Ethics. Our department is deeply engaged with local and international businesses which provide opportunity for
meaningful interaction ensuring our teaching is aligned with industry demands. The position will require teaching on the Economics and Business Sustainability module and the Business Ethics module.

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

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