

Post Details	
Faculty/Administrative/Service Department:	Faculty of Engineering & Physical Sciences
Job Title:	Lecturer (B)
Job Family & Job Level	Research & Teaching
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	
<p>To support the research activities of the Faculty by:</p> <ul style="list-style-type: none"> • 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 (<i>for academics with clinical links only</i>). <p>To support the teaching objectives of the Faculty by:</p> <ul style="list-style-type: none"> • 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. <p>To undertake pastoral care of students</p> <p>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.</p>	

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 Role Profile.

Job Title:	Lecturer
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Job Summary/Purpose

The appointee will be expected to make a contribution to research and leadership in the area of computing and to teach to both undergraduate and postgraduate students in his/her specialist areas, in addition to making a general contribution within the Computing programmes.

Background Information

Faculty of Engineering and Physical Sciences

The University of Surrey is organised into four Faculties. The Faculty of Engineering and Physical Sciences (FEPS) is the largest Faculty and comprises the Departments of Computing, Mathematics, Physics and Electronic Engineering, together with the Division of Civil, Chemical and Environmental Engineering and the Division of Mechanical, Medical and Aerospace Engineering. The Department of Chemistry will join the Faculty in August 2012. The total undergraduate population is about 2,300 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.

Main Responsibilities/Activities

- Develop a research portfolio in one of the following areas: formal methods and security, multimedia security and forensics, attracting funding from research councils, industry and/or other organisations.
- Publish high quality research in appropriate journals or other media.
- As appropriate, collaborate closely with colleagues in developing facilities, research and teaching.
- Recruit and supervise postgraduate research students.
- Contribute to the development and growth of the department research activity.

Person Specification

- A thorough background in a relevant area of Computer Science
- A relevant research and publication record.
- A potential for, securing research funding.
- Experience of working with industry and other professional bodies.
- Excellent presentation, communication and interpersonal skills.

Relationships and Contacts

The appointee will report to the Head of Computing. S/he will collaborate closely with staff in Computing and will establish working relationships with other staff (including researchers and support staff) as well as students and academic staff. S/he will also liaise with sponsors and external bodies informally and formally.