

Post Details	
Faculty/Administrative/Service Department:	Faculty of Engineering & Physical Sciences
Job Title:	Senior Lecturer
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 take a lead in teaching at undergraduate and postgraduate level, and to participate in Faculty and University administration.
Main Responsibilities/Activities	
<p>To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:</p> <ul style="list-style-type: none"> • 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 (<i>for academics with clinical links only</i>). <p>To develop the teaching activities of the Faculty by:</p> <ul style="list-style-type: none"> • 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.

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.

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:	Senior Lecturer
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Job Summary/Purpose

The appointee will be expected to make a significant contribution to research and leadership in the area of computing.

The appointee will be expected 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 strong 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 record of, or 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.