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.

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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

Academic Role Profile

- Undertake such other duties within the scope of the post as may be requested by your Manager.

	Academic Role Profile	

Job Title:	Senior Lecturer in Computer Science

Background Information/Relationships

Department of Computer Science (CS):

The Department has 24 FTE academic staff and about 550 students who are studying on a range of programmes from BSc and MSc. We have an MSc in Information Sytems, an MSc in Information Security and also we are launching a new MSc in Data Science to start in October 2019. We offer two main routes of accreditation for our programmes: BCS and GCHQ. The Department also has two main strands of research: machine learning and security. The Department's security group is part of the Surrey Centre for Cyber Security, which is one of the 17 Academic Centres of Excellence in Security research recognised by NCSC.

Faculty:

The University of Surrey is organised into three Faculties. The Faculty of Engineering and Physical Sciences (FEPS) comprises the Departments of Chemical and Process Engineering, Chemistry, Civil and Environmental Engineering, Computer Science, Electrical and Electronic Engineering, Mathematics, Mechanical Engineering Sciences and Physics alongside the Centre for Environmental Strategy. All departments have a strong reputation for excellence in research and teaching, allied to a strong enterprise culture and an unrivalled record of graduate employment. Our members of academic staff are well respected, both nationally and internationally, amongst the many areas of academia and industry with which we interact.

Relationships:

The appointee will report to the Head of Department. S/he will establish working relationships with staff (including other academics, researchers, and support staff) and students in the Department in addition to staff in the wider Faculty and university, as appropriate. S/he will liaise with industry partners and external bodies informally and formally, as necessary.

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
Expertise in an appropriate area of security research complementing existing research within the Department	E
Strong publication record with a track record of publishing in high quality conferences and journals.	E

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Excellent communication and inter-personal skills.	E
Good organisational skills.	E
Success in attracting research funding.	E
Experience of supervising postgraduate students.	E
Experience of delivering high quality teaching.	E
Experience of working collaboratively within a team.	E
Demonstration of developing industrial and supporting collaborations	E
Potential and willingness to develop a track record in academic leadership	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 significant contribution to the Faculty's strong research profile and to develop research relationships with colleagues.

2. Contribute to developing industry and research partnerships with other UK institutions and internationally to support the teaching and research within the Department.

3. Make a contribution to the Department's undergraduate and postgraduate teaching programmes in core Computer Science subjects, and also contribute to bringing new innovation ideas to either teaching software engineering, the practical aspects of systems security or to data science.

4. Participate in a range of Departmental and University administration activities, as required.

5. For colleagues with a security background develop strategic partnerships with other ACE-CSR institutions and internationally and for colleagues with a background in machine learning or data science develop strategic partnerships with other collaborators and institutions specialising in machine learning.

6. Support junior colleagues within the Department to develop their research potential and their career development.

N.B. The above list is not exhaustive.