

Academic Role Profile

<b>Job Title:</b>	Lecturer (B)
<b>Responsible to:</b>	Head of Department or Faculty
<b>Responsible for:</b>	Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff.

<b>Job Summary and Purpose</b>
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.

<b>Main Responsibilities/Activities</b>
<p><b>To support the research activities of the Faculty by:</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or for personal development.</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>).</p> <p><b>To support the teaching objectives of the Faculty by:</b></p> <p>Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p> <p>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.</p> <p>Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p>

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### **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.

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**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.

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### Addendum

This document provides additional information relating to both particular aspects of the post and the person we seek to appoint. The information contained within this document should always be read in conjunction with the accompanying generic Academic Role Profile.

#### Job Title:

Lecturer in Human Resource Management

### Background Information/Relationships

Surrey Business School is a growing business school with over 100 academic staff members, and a highly cohesive and collegial atmosphere. We are growing strongly, both in terms of our size, and in terms of the quality and impact of our work. We are accredited by AACSB (the Association to Advance Collegiate Schools of Business) and by AMBA (the Association of MBAs). Our particular strengths are in digital innovation and technological transformation, international trade and investment, leadership, HRM and organizational psychology, sustainability and corporate governance. We are organised around six Departments and four Research Centres that collaborate closely with one another. The post holder will be a member of the Department of People and Organisations.

Surrey Business School is part of the Faculty of Arts and Social Sciences, one of the three Faculties within the University of Surrey. Based in Guildford just outside of London, the University of Surrey is an outstanding international University with an enterprising spirit.

### Person Specification

#### Research

- Demonstrate the capacity to produce research outputs in top-rated peer-reviewed journals, as evidenced by some initial publications at 3\* level or higher, and a strong research pipeline going forward, showing target journals and each paper's stage of development.
- Provide evidence of research impact, and the willingness to contribute to the quality of our research environment.
- Be willing to contribute actively to the generation of research income.
- Be active in building an international academic network.

#### Teaching

- Contribute to teaching at both undergraduate and postgraduate levels in HRM and related areas.
- Demonstrate currency of knowledge in relation to developments in human resource management practice.
- Show experience in and dedication to providing a high-quality student experience.
- Ideally, be a full Member of the Chartered Institute of Personnel and Development.

#### **To contribute to the efficient management and administration of the School, Faculty, the University, and the wider academic community**

- Be willing to provide academic service in areas of importance to the Department and the School.
- Be willing to establish and maintain relations with key stakeholder groups relevant to this appointment, e.g. business / industry leaders, public and non-governmental organisations, and others.

**N.B The above is not exhaustive.**