

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:

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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

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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.

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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:

Senior 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 a well-established research agenda within Human Resource Management and related areas.
- Provide evidence of research outputs in peer-reviewed journals at the 3* and 4* level and a strong research pipeline going forward, showing target journals and each paper's stage of development.
- Demonstrate the capacity and the willingness to engage in evidence-based research impact, and to help us to sustain and develop our research environment further.
- Provide evidence of the capacity to generate research income.
- Be an active member of the international academic community in the field of HRM.
- Ideally, have experience in supervising doctoral students and mentoring junior researchers.

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.
- Provide evidence of having contributed to 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

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- Be willing to assume academic leadership responsibilities e.g., in research, programme development, internationalisation, accreditation, or in other areas of importance to the Department and the School.
- 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.