

Academic Role Profile

<b>Job Title:</b>	Senior Lecturer
<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.

**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:**

## Academic Role Profile

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.

Academic Role Profile

**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

## Academic Role Profile

### 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.

## Academic Role Profile

<b>Addendum</b> 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.	
<b>Job Title:</b>	Senior Lecturer in Strategy and International Business
<b>Background Information/Relationships</b> Surrey Business School is a growing business school with around 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 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 Strategy and International Business. Surrey Business School is part of the Faculty of Arts and Social Sciences, one of the three Faculties within the University. Based in Guildford just outside of London, the University of Surrey is an outstanding international University with an enterprising spirit.	
<b>Person Specification</b> 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 Role Profile.	
	Essential/ Desirable
Doctoral Degree in Strategy, International Business or related discipline	Essential
Willingness to contribute to programme management, support and development	Essential
Evidence of a consistent and productive record of high-quality internationally and world leading publications in peer reviewed academic journal	Essential
Evidence of fit with the research profile and aims of the Department of Strategy and International Business	Essential
Experience of teaching in HE	Essential
Evidence of high level of teaching and presentational skills	Essential
Evidence of scholarly knowledge in the relevant field	Essential
<b>Special Requirements</b>	
Evidence of successful and consistent research grant activity with recent completion of significant research grants	Desirable
Working with industry	Desirable
<b>Key Responsibilities</b>	

## Academic Role Profile

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 Role Profile.

1. Conduct sustainable independent research to an internationally excellent standard
2. Stimulate and facilitate research in the Surrey Business School through collaboration and supervision of research students
3. Enhance the academic standing of the School through contribution at national and international conferences.
4. Contribute to the teaching of strategy and international business doctorate trainees
5. Recruit and supervise PhD students.
6. Contribute to the strategic development of the Department, and wider culture of the School through engagement with research strategy, programme development and business school projects and initiatives.
7. To support the academic culture of the School and Department through taking a key academic leadership role, along with regular attendance/leading (as appropriate) of meetings and related activities – both inside and outside of semester time

N.B. The above list is not exhaustive