

Academic Role Profile

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

Main Responsibilities/Activities
<p>To support the research activities of the Faculty by:</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>To support the teaching objectives of the Faculty by:</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>

Academic Role Profile

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

Academic Role Profile

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: Lecturer B in Events Management

Background Information/Relationships

You will be expected to add to and contribute to our existing strengths in teaching in the area of events management. This includes, but is not limited to: general event management; critical event studies; event design; business events; event impacts; The Lecturer will be responsible for ensuring an excellent student experience within taught sessions and supporting both the research and academic component of the programmes. You will have the potential to capitalise on our existing collaborations in teaching & research. You will be expected to contribute relevant industry experience and academic knowledge to events modules.

As part of the events department you will be involved in recruitment, planning and development of the events programmes. As a potential Programme Leader for UG/PG Events courses you will support academics within the Department for Events.

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 Role Profile.

	Essential/ Desirable
PhD, completed in events or cognate area	E
An established publication profile. The successful candidate will be expected to make a substantial contribution to the Department's current and future REF submission.	E
Specialism in events management, broadly defined.	E
Contribution to the wider discipline through membership of executive committees and/or editorship of journals.	D
Experience of teaching undergraduate students and postgraduate students.	E
Ability to contribute to the teaching of international events at undergraduate and postgraduate level.	E
Excellent administration, communication and networking skills	E
Experience of applying for external funding, with an emerging track-record of success.	D
Contribution to the wider discipline through membership of executive committees and/or editorship of journals.	D
Emerging international profile in chosen research area to match REF contribution.	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 Role Profile.

1. Contribute to the teaching of existing modules in events management at undergraduate and postgraduate level.
 2. Supervise and co-supervise UG and PGT dissertations.
 3. Engage actively in REF-able research in a relevant subject area.
 4. Make an active contribution to the Department's research environment via support for the Department's in-house research Centres.
 5. Make a clear and sustained contribution to the development of an outstanding research environment ahead of, and beyond the REF.
 6. Contribute to the academic administration of the Department via leadership and support roles.
- Attendance at Open Days, Applicant Days on occasional basis.

N.B. The above list is not exhaustive