

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.

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

<b>Main Responsibilities/Activities</b>	
<p><b>To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:</b></p> <p>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.</p> <p>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.</p> <p>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</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>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.</p> <p>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.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or personal development</p> <p>Leading funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University.</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 develop the teaching activities of the Faculty by:</b></p>	

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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 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:

Senior Lecturer in Finance

### Background Information/Relationships

The Department of Finance and Accounting brings together internationally renowned academics who undertake research into, and teach, a wide range of finance and accounting-related topics. The Finance and Accounting staff have a history of publishing in world leading journals, such as *Journal of Finance*, *Journal of Corporate Finance*, *Review of Finance*, *Journal of Business Ethics*, and *Financial Management*. The department also has a CFA university affiliation, as well as professional accreditation from all five leading UK accounting professional associations.

The Surrey Business School is supported by three research centres: Centre for Digital Economy, Centre for Management Learning and the Centre for Social Innovation Management, where staff are actively engaged in cross-disciplinary research.

The successful candidate will have a strong commitment to high quality research that will result in quality publications as well as support the school's REF2021 (and beyond) expectations. The successful candidate should also be prepared to help secure research funding and be involved in external engagement with university stakeholders.

The successful applicant will contribute excellent teaching to the development of our undergraduate and postgraduate programmes, particularly in investments and/or banking. You should hold a PhD in a relevant finance field, have an established research pipeline and be an innovative teacher.

### 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
Have a well-established research publication record	E
Have a well-established research pipeline	E
Experience in undergraduate teaching in investments and/or banking	E
Experience in graduate teaching in investments and/or banking	E
Module convening experience	E
Published in ABS 3 or 4 level (or equivalent standing) journals	E

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Experience teaching Fintech related topics	D
Supervision of PhD students	D
Have a CFA qualification	D
Secure research funding	D
Special Requirements	Essential/ Desirable
<p><b>Key Responsibilities</b></p> <p>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.</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Convene modules in either investments and/or banking</li> <li>• Engage in the Professional Training Year Program (PTY)</li> <li>• Teach modules in investments and/or banking.</li> <li>• Publish in leading refereed publications</li> <li>• Show active engagement in university events.</li> </ul>	