

Academic Role Profile

Job Title:	Lecturer B
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Responsible to:	Head of Department
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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

To support the research activities of the Faculty by:

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.

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.

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.

Publishing original research in appropriate journals or other media, as appropriate.

Attending appropriate conferences for the purpose of disseminating research results or for personal development.

Sustaining and developing professional expertise.

To support the teaching objectives of the Faculty by:

Developing 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, 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.

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Taking part in activities such as validating and examining in relation to the University's associated institutions.

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

Evidence of administrative and organisational skills

Evidence of current research/scholarship at post-doctoral level or equivalent

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Relationships and Contacts

The post holder will be a member of such Faculty/Departmental Committees as may be relevant to their administrative duties, for example 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 Department, 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.

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 Job Purpose.

Job Title:	Lecturer in Computer Science
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Background Information/Relationships

Department of Computer Science (CS):

The Department is part of a new School with the Department of Electrical and Electronic Engineering with around 75 academics, 20 professional services staff, 25 technical support staff and 130 research fellows. The Computer Science Department has 24 FTE academic staff and a further 5 FTE by September 2020, 7 associate staff, 4 professional services staff and about 703 students who are studying on a range of programmes from BSc and MSc. We have an MSc in Information Security and an MSc in Data Science. We offer two main routes of accreditation for our programmes: BCS and GCHQ. The Department also has two main strands of research: machine learning and security. The Department's security group is part of the Surrey Centre for Cyber Security, which is one of the 19 Academic Centres of Excellence in Security research recognised by NCSC.

Faculty:

The University of Surrey is organised into three Faculties. The Faculty of Engineering and Physical Sciences (FEPS) which is made up of Schools and Departments including the Departments of Chemical and Process Engineering, Chemistry, Civil and Environmental Engineering, Computer Science, Electrical and Electronic Engineering, Mathematics, Mechanical Engineering Sciences and Physics alongside the Centre for Environment and Sustainability. All departments have a strong reputation for excellence in research and teaching, allied to a strong enterprise culture and an unrivalled record of graduate employment. Our members of academic staff are well respected, both nationally and internationally, amongst the many areas of academia and industry with which we interact.

Relationships:

The appointee will report to the Head of Department. S/he will establish working relationships with staff (including other academics, researchers, and support staff) and students in the Department in addition to staff in the wider Faculty and university, as appropriate. S/he will liaise with industry partners and external bodies informally and formally, as necessary.

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 Job Purpose.

	Essential/ Desirable
A higher research degree (PhD)	E
Expertise in an appropriate area of research complementing existing research within the School	E
Strong publication record with a track record of publishing in high quality conferences and journals.	E
Excellent communication and inter-personal skills.	E

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Good organisational skills.	E
Success in attracting research funding.	D
Experience of supervising postgraduate students.	D
Experience of delivering high quality teaching.	D
Experience of working collaboratively within a team.	D
Demonstration of developing industrial and supporting collaborations	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 Job Purpose.

1. Make a significant contribution to the Faculty's strong research profile and to develop research relationships with colleagues.
2. Contribute to developing industry and research partnerships with other UK institutions and internationally to support the teaching and research within the School.
3. Make a contribution to the Department and School's undergraduate and postgraduate teaching programmes in core Computer Science subjects, and also contribute to bringing new innovation ideas to remote teaching, the practical aspects of systems security, data science, edge networks and social computing.
4. Participate in a range of Departmental and University administration activities, as required.

N.B. The above list is not exhaustive.