

## Academic Role Profile

<b>Job Title:</b>	Lecturer (B) in Immunology
<b>Responsible to:</b>	Section Lead, Immunology
<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 Department of Biochemical Sciences and School of Biosciences and Medicine (SBM) strategic plan with focus on immunology research. To teach at undergraduate and postgraduate level, and to participate in School administration.

### Main Responsibilities/Activities

#### To support the research activities of the School and Department by:

Developing the research activities of the School 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 in your 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 and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).

#### To support the teaching objectives of the School by:

Developing new taught 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 students (including research students) and acting as a tutor for industrial/professional training year students, according to your own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to your 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 School by:**

Performing such personal administrative duties throughout the School as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Department. Such duties may include School 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

A doctoral degree

Normally former experience of working as a lecturer, though well-established postdoctoral research experience will be considered instead

Evidence of administrative and organisational skills

Evidence of current research/scholarship

## **Relationships and Contacts**

The post holder will be a member of such School Committees as may be relevant to their administrative duties, for example School Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the School and University. Research priorities will be agreed within the strategic framework of the research theme of which they are a member and in synergy with other members of the Section of Immunology. Teaching and administrative duties will be allocated by the Head of Department, within the context of the teaching programmes agreed by the School Learning and Teaching Committee or similar body.

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### Special Requirements

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism and to be able to travel to visit students working on placement in the UK or overseas.

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>Job Title:</b>	Lecturer (A)
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<b>Responsible to:</b>	Head of Department or Faculty
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<b>Responsible for:</b>	Not applicable
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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, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required.

### Main Responsibilities/Activities

#### To support the research activities of the Faculty by:

Developing the research activities of the Faculty by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team.

Undertaking research activities (sometimes under supervision) in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.

Assisting with the development of research proposals and funding bids, with appropriate support, as a self-contained item or as part of a broader programme.

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 and maintaining the requirements for registration with the appropriate body under the guidance of a senior colleague (*for academics with clinical links only*).

May have responsibility for research staff employed on programmes and awards directed by the post holder.

#### To support the teaching objectives of the Faculty by:

Helping to develop new teaching methods and design programme units, and sharing responsibility for the quality of programme units.

Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.

Assisting with the training and supervision of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.

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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 and translating the knowledge of advances in the subject area into the course of study.

### **To undertake pastoral care of students**

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and providing 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 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, for example, library representative, year tutor.

## **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 or be working towards a doctoral degree or an equivalent research degree

Evidence of teaching and presentational skills or potential.

Evidence of administrative/organisational skills or potential.

Evidence of current research/scholarship at doctoral level or equivalent, and potential for development

## 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 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

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.	
Job Title:	Lecturer in Immunology
<u>Background Information/Relationships</u> The post holder is expected to lead an independent research portfolio that is supported by external funding and evidenced by high quality publications, whilst contributing to the teaching of aspects of immunology and related subjects, including biochemistry and molecular biology, at undergraduate and postgraduate level, including the supervision of doctoral level research. The University of Surrey is a centre of excellence for immunology with considerable recent investment in state-of-the-art equipment. The Department of Biochemical Sciences (within SBM) is home to forward-thinking multidisciplinary approaches to various areas of immunology including the role of the immune system in ageing, B cell biology, innate immune system biology and immunopathogenesis. The role-holder will bring and develop an independent research portfolio that complements existing research within the Section of Immunology with the potential to generate outputs including publications and impact case studies. The role-holder will contribute to the Section of Immunology by promoting research culture and integrating their research expertise in synergy with other academics to support excellence in teaching.	
<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 or close to completion in Biological Sciences or related discipline	E
Experience of bidding for research funding	E
Evidence of high-quality publications in peer reviewed academic journals.	E
Experience in programme design and academic administration	D
Teaching Qualification	D
Some teaching experience in HE	E
<b>In addition, for appointment at Lecturer B:</b>	
Doctoral Degree in Biological Sciences or related discipline	E
Teaching Qualification or 3 years teaching experience in HE	E
Experience in developing and maintaining external collaborations with a range of stakeholder groups.	E
Evidence of research funding success (ideally as PI) appropriate to career stage	E
Evidence of PhD student supervision	D
Track record of innovative teaching	D
Experience in programme design and academic administration	E
Special Requirements	Essential/ Desirable

### Academic Role Profile

To support the academic culture of the School and Department through regular attendance/leading (as appropriate) of meetings and related activities – both inside and outside of semester time. Due to the nature of academic roles, some travel, and evening and weekend attendance (subject to reasonable notice) will be required.

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#### 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. Conduct sustainable independent research to a national and international standard
2. Stimulate and facilitate immunology research in the School of Biosciences and Medicine and across the Faculty of Health and Medical Sciences through collaborations within the University and beyond, to include nationally and internationally, for research grants and publications.
3. Enhance the academic profile of the School through attendance (as a speaker) at conferences.
4. Contribute effectively to the teaching of immunology and related subjects, including biochemistry and molecular biology, as well as administration at undergraduate and postgraduate level.
5. Recruit and supervise PhD students.
6. Contribute to the strategic development and internal and external reputation of the Department of Biochemical Sciences, in particular through engagement with programme development and wider University projects and initiatives. initiatives and participation in departmental meetings as required

N.B. The above list is not exhaustive.