

Academic Role Profile

Job Title:	Lecturer (B)
Responsible to:	Head of Department or Faculty
Responsible for:	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 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> <p>To undertake pastoral care of students</p> <p>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.</p>	

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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

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.

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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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Job Title:	Lecturer in Financial Law
<p>Job Summary/Purpose</p> <p>The appointee will be expected to lead research, grant applications, plus carry out effective teaching, in Financial Law and related private law or business law subjects – all in ways that are commensurate with the level of a lecturer.</p> <p>The appointed candidate will be expected to possess abilities, qualifications and achievements commensurate to the position, including the following:</p> <ul style="list-style-type: none"> ▪ Research leadership, or capacity thereof, in financial law and fintech as well as associated topics such as securities regulation, commercial law, company law or other private law areas, among others ▪ A strong research and publication record (nationally leading), particularly combining theoretical and practical dimensions of the subject ▪ Experience of, and/or strong potential for, securing research income ▪ Experience and/or ability to supervise postgraduate research students ▪ Strong potential for successful research leadership and collaboration ▪ Excellent presentation, communication and interpersonal skills ▪ Consistently collegial and supportive approach to students and colleagues ▪ Outstanding teaching delivery and assessment in law at undergraduate and postgraduate levels (commensurate with level) ▪ Capacity for administrative leadership in support of relevant degree programmes and research centres and groups in the School and beyond ▪ Resourcefulness and enthusiasm for improving learning and teaching at undergraduate and postgraduate level ▪ All the qualities essential to high quality pastoral care and student support: compassion, empathy, proactiveness, conscientiousness, organisation and resilience 	
<p>Person Specification</p> <p>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.</p>	
	Essential/ Desirable
A higher research degree (PhD)	E
A qualifying law degree (LLB, JD or similar) or equivalent training or experience	E
Excellent research performance (continuing publication record, and evidence of actual/potential ability in external research grant income generation)	E

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Strong publication record with a track record of publishing in high quality journals	E
Excellent communication, inter-personal and networking skills	E
Excellent organisational and project management skills	E
Potential and willingness to develop a track record in academic leadership	D
Demonstrated ability to successfully supervise doctoral students	D
Evidence of ability to carry out high-quality teaching in Law	E
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities at an international level	E
Ability to engage in effective personal tutoring in higher education contexts	E
The capacity to act with empathy and compassion in responding to student queries and needs	E
Strong interpersonal communication skills that support inclusive and respectful styles of interaction with students and colleagues	E
Ability to provide an outstanding teaching and student experience in core law teaching areas of need including financial law, fintech and related business-facing or private law subjects	E

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.

Main responsibilities/activities carried out as appropriate to the level of a lecturer

- Contribute to leading research activities within the School of Law in collaboration with colleagues in School and outside it
- Develop and lead a research portfolio in the area of financial law, fintech and related business-facing subjects
- Contribute to and lead teaching within the School of Law at undergraduate and postgraduate level
- Lead a programme of research by managing associated financial resources and recruiting/supervising/guiding/mentoring the work of staff and postgraduate students in own specialist subject area
- Sustain a strong track-record of publication of high-quality research findings in appropriate primary journals and international conferences
- Obtaining appropriate levels of research funding; contribute to planning and coordinating large multi-disciplinary or multi-Faculty bids involving collaborative groups.

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- Enhance reputation in own subject area by engaging in external activities at national level such as contributions to professional networks, meetings, conferences, societies, professional and/or government bodies, editing/refereeing journals and papers.
- Perform administrative duties within the School in roles commensurate with the remit of an academic and which contribute to the general life and work of the University.

N.B. The above list is not exhaustive.