

Academic Role Profile

Job Title:	Lecturer (A)
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Responsible to:	Head of Department or Faculty
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Responsible for:	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
<p>To support the research activities of the Faculty by:</p> <p>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.</p> <p>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.</p> <p>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.</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 under the guidance of a senior colleague (<i>for academics with clinical links only</i>).</p> <p>May have responsibility for research staff employed on programmes and awards directed by the post holder.</p> <p>To support the teaching objectives of the Faculty by:</p> <p>Helping to develop new teaching methods and design programme units, and sharing 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>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.</p>

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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

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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 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

Job Title:	Early Career Fellow in Computer Science (Lecturer A)
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Job Summary and Purpose:

This information sheet should be read in conjunction with the accompanying generic role profile and will be used for shortlisting processes. More specifically the post holder will be expected to:

Work in a collaborative research team on foundational and applied research problems in machine learning. The specific research agenda will be determined based on the common interests of the post holder and members of the research group, with possible areas including (but not limited to) design, analysis, and implementation of methods / technologies for machine learning, AI, knowledge extraction, and data analysis.

Develop own research agenda in collaboration with research group members and take part in (or lead where appropriate) the preparation of new research proposals (with mentoring provided by the Department).

Contribute to the teaching in the Department across its undergraduate and postgraduate programmes, with particular focus on assessment / marking, supervision of student projects and dissertations, and lab delivery.

Main Responsibilities/Activities

Undertake a range of research/development activities within the research area, with the aim to develop own research agenda (incl. research proposals), and make use of new research techniques and methods, in consultation with the line manager.

Continually update technical knowledge and skills, and translate knowledge of advances in the area into the research activity.

Liaise closely and regularly with other members of the research groups including industrial and external partners.

Produce materials for dissemination of the results of the research work at scientific meetings.

Contribute to teaching in the Department across its undergraduate and postgraduate programmes, with particular focus on assessment and student supervision, and occasional lab delivery, as deemed appropriate for the role.

Perform any other duties associated with the role, as deemed appropriate to the grade by the line manager.

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Person Specification

The post holder must have:

Essential

- A PhD in Computer Science, Mathematics, or other closely related area.
- Strong theoretical or applied knowledge in machine learning and AI.
- Strong research plan and research expertise in selected areas of machine learning and AI, demonstrable through peer-reviewed publications in top venues.
- Strong critical thinking skills and ability to develop novel solutions.
- Ability to communicate effectively and work efficiently within an interdisciplinary international research team.
- Ability to design labs, assess student assignments, and supervise student projects.
- Ability to take initiative and work independently. A research concept paper should be submitted as part of the application.
- Ability to present ideas to other experts in the area, as evidenced by conference presentations, seminars, invited talks, or similar.

Desirable

- Good programming skills
- Experience implementing technologies and systems in relation to machine learning and AI.

Relationships and Contacts

Line management responsibility for this post will be shared between the Head of Department and the Head of the Research Group that the candidate will join.