

Academic Role Profile

Job Title:	Senior Lecturer
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 take a lead in teaching at undergraduate and postgraduate level, and to participate in Faculty and University administration.

Main Responsibilities/Activities

To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:

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.

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.

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

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

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.

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.

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

Leading funding bids which develop and sustain research support for the specialist area and advance the reputation of the Faculty and the University.

Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (*for academics with clinical links only*).

To develop the teaching activities of the Faculty by:

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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

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 Job Purpose.

Job Title:

Senior Lecturer in Finance

Background Information/Relationships

Surrey Business School is a mid-sized business school with over 100 academic staff members from around the globe, and a highly cohesive and collegial atmosphere. The school is accredited by AACSB, AMBA and was recently awarded the Advance HE Athena SWAN Bronze Award. We inspire positive change in business and society, individuals and organisations, locally and globally by blending the rigour of high- quality impactful research with excellent teaching and the strengths of a technology-led university. We are ranked in the top 10 for business and economics in the United Kingdom by the [Times Higher Education World University Rankings 2020](#) by subject.

Surrey Business School has strengths in digital innovation and technological transformation, international trade, corporate governance, leadership and organizational psychology and sustainability. Set in the beautiful countryside of Surrey with the convenience of bustling Guildford on your doorstep and London just 34 minutes away by train, the University of Surrey is an outstanding international University with an enterprising spirit.

Job Summary/Purpose

The appointee will be expected to lead research, collaboration and project grant applications in Finance. The post holder will establish and lead a portfolio of research, in collaboration with domain experts across the University.

The appointee will teach in the Surrey Business School/Department of Finance and Accounting at undergraduate and postgraduate levels in both his/her specialist areas in addition to general contribution with the Department programmes.

Person Specification Finance

- A strong publication and research record in finance or accounting.
- Experience with teaching Python would be a plus.
- Professional collaborative experience with UK or international finance groups.
- Research leadership in finance.
- A strong research and publication record (with publications at ABS 3/ABS 4 level)
- Experience in developing research proposals and securing research income together with supervising postgraduate research students.
- Demonstrated track-record of successful research leadership and collaboration.

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- Familiarity with development, delivery and assessment of programme units.
- Experience of working with industry and other professional bodies.
- Excellent presentation, communication and interpersonal skills.
- Experience and potential for independent and collaborative research leadership.

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)	Essential
Internationally excellent research performance (continuing publication record, and evidence of actual/potential ability in external research grant income generation)	Essential
Strong publication record with a track record of publishing in high quality (such as upper quartile) journals.	Essential
Excellent communication, inter-personal and networking skills.	Essential
Excellent organisational and project management skills	Essential
Potential and willingness to develop a track record in academic leadership	Desirable
Demonstrated ability to successfully supervise doctoral students	Desirable
Evidence of high-quality teaching	Desirable
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	Essential

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.

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Main Responsibilities/Activities

- Contribute to leading research activities of the Surrey Business School in collaboration with Department of Finance and Accounting domain expertise.
- Develop and lead a research portfolio in finance collaboration.
- Contribute to and lead teaching at undergraduate and postgraduate level.
- Lead a programme of research by managing associated financial/physical 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.
- Maintain a good level of research funding; contribute to planning and coordinating large multi-disciplinary or multi-Faculty bids involving collaborative groups.
- 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 throughout the Department/School as are recognised by the University in roles commensurate with the remit of an academic (ie, Programme Director and Examinations Officer) and which contribute to the general life and work of the University.

N.B. The above list is not exhaustive.