

Academic Role Profile

<b>Job Title:</b>	Reader
<b>Responsible to:</b>	Head of Faculty
<b>Responsible for:</b>	Research and support staff employed on projects for which the post holder is Principal Investigator, and students on programmes and awards that are the responsibility of the post holder.

**Job Summary and Purpose**

To make a significant contribution to the advancement of own specialist area which is recognised at national and international level. To undertake research in line with the Faculty's research strategy and to contribute to undergraduate and postgraduate teaching programmes.

**Main Responsibilities/Activities**

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

Demonstrating leadership in research, including postgraduate research supervision.  
 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 and submitting funding bids, winning support for them and planning the research to be taken, self-contained item or as part of a broader programme. Obtaining and sustaining research funding.  
 Sustaining an extensive track record of published research findings in high quality journals, or other media and at internationally recognised conferences.  
 Maintaining an expert reputation in own subject area and providing advice and guidance to staff and students.  
 Engaging in external academic activities in accordance with the Faculty's research strategy at a national level and international level. Such activities will include membership of committees of academic and professional bodies, external examining, editing journals and contribution to professional networks, national and international meetings, societies and bodies (including governmental bodies).  
 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 activities of the Faculty by:**

Leading/developing teaching methods, designing undergraduate and postgraduate programmes, pursuing new teaching approaches.  
 Teaching, training and supervising students (including research students), tutor

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industrial/professional training year students and external examining according to own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism.

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 personal administrative duties such as research group leader and roles associated with teaching programmes, as allocated by the Head of Faculty and contributing to the general life and work of the University.

**Person Specification**

It is essential that the post holder possesses a higher professional qualification, normally a doctoral degree

Demonstrated outstanding qualities and achievements in scholarship and research at a national and international level

Significant academic publication recorded in refereed journals

Evidence of leadership in research, including postgraduate research supervision

Evidence of a record of sustained research funding

Evidence contributions to conferences, professional meetings and societies at an international level and evidence of achievements in other external activities at an international level

Evidence of high quality teaching at undergraduate and postgraduate level

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### Relationships and Contacts

The post holder will take a leading role in the setting of strategic objectives for their research theme. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and into the University. Teaching and administrative duties will be allocated by the Head of Faculty, and will include roles related to both taught programmes and research activities across the Faculty.

### Special Requirements

To attend national and international conferences for the purpose of disseminating research results. To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

To lead major funding bids, which develop and sustain research support for the specialist area and advance the reputation of the Faculty and University.

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.