

Role Profile

Duties and Responsibilities of Head of Department

The term of office is normally five years, but the length of appointment is at the discretion of the Executive Dean in consultation with the Head of School. This term may be extended by the Executive Dean for a further period subject to performance (assessed via appraisal) and mutual agreement. Heads of Department are accountable to the Head of School for their individual performance and that of their Department. Heads of Department have the following responsibilities:

Academic Leadership

1. Taking overall responsibility for developing and delivering the School and Faculty academic and strategic plan as it relates to their Department.
2. Motivating academic staff to achieve the highest standards in research, teaching and professional conduct.
3. Generating new ideas, and encouraging all other staff to contribute to new thinking and its implementation.
4. Ensuring the Department has a high profile with appropriate Research funders, professional and governmental bodies, alumni and donors and industrial and commercial organisations, to the benefit of the Department, the School, the Faculty and the University more widely.
5. Ensuring students at all levels receive an outstanding experience and are fully engaged in their dealings with the Department.
6. Taking responsibility for the organisational structure of the Department and implementing changes in it as appropriate.

Operational Management

7. Managing devolved budgets in accordance with University financial regulations according to a plan agreed with the Executive Dean and Head of School in such a way as to ensure the financial health of the Department, School and the Faculty.
8. Supporting and implementing the University Health & Safety Policy and local implementations relevant to the Department.
9. Supporting and implementing the University Equality, Diversity and Inclusion policy and leadership, and all University HR policies.
10. Ensuring the Department has effective plans in place for business continuity in the event of disruption to buildings, processes, systems or people.

Leadership and Management of staff

11. Taking responsibility for the selection, mentoring, training, career development and levels of motivation and engagement of staff in the Department.

Role Profile

12. Managing the appraisal and performance of staff, by the setting of objectives, regular review of performance and, where necessary, intervention and support in all aspects of academic and professional work.

13. Allocating workload (including teaching, research, external activities and academic administration) to academic staff fairly, equitably and transparently through a model agreed with the Executive Dean and Head of School, and consistent with the University academic workload allocation model.

14. Ensuring the Department has processes in place for two way communication for both Institutional/Faculty/School matters to staff and for matters from staff to Senior University Management.

15. Ensuring staff within the Department work in accordance with our institutional values.

Teaching and learning

16. Attracting and retaining the best students in the necessary numbers to ensure the Department has a vibrant and sustainable teaching base.

17. Supporting the University's objectives in key areas of widening participation and employability.

18. Ensuring the Department maximises its performance in the metrics of the Teaching Excellence Framework and the National Student Survey.

19. Ensuring, with the Associate Dean (Education) and Directors of Education, that the Department's contribution to the teaching portfolio is developed, maintained and refreshed according to the Faculty's academic development strategy.

20. Ensuring that the delivery of teaching by the Department meets University standards of quality, and appropriate external requirements, such as subject benchmarks and professional accreditation.

21. Ensuring that assessment processes for which the Department is responsible are conducted effectively and in accordance with University regulations.

22. Ensuring that the academic progress and pastoral care of students of the Department is effectively monitored and any issues speedily resolved in accordance with University procedures.

23. Ensuring that feedback from students is received and acted upon.

Research and Innovation

24. Ensuring, with the Associate Dean (Research and Innovation) and Associate Dean (Doctoral College) that the Department has a progressive research strategy integrated with the research strategy of the Institution, Faculty and School, and a research culture and infrastructure that attracts, develops and retains our academics, researchers and post-graduate students.

Role Profile

25. Ensuring all members of academic staff deliver research outputs of the quality and impact necessary to achieve the research goals of the institution.
26. Ensuring all members of academic staff seek to secure funding to support active and effective research.
27. Ensuring staff in the Department are seen as valued partners and collaborators with business, industry, and communities both locally and, where appropriate, globally for the benefit of society.
28. Ensuring staff in the Department develop productive collaborations with leading universities nationally and internationally to conduct research projects of global scale and significance.

Engagement

29. Ensuring, with the Associate Dean (International) that the Department activities are appropriately articulated with the Faculty's international strategy.
30. Supporting local and regional engagement initiatives.
31. Maintaining and developing links with Departmental alumni.

Planning

32. With the Head of School, Executive Dean and Faculty management team, developing and delivering the strategic and financial and staffing plans.

Role Profile

Job Title:	Professor
-------------------	-----------

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
<p>To develop and lead a significant programme of research in line with the Faculty's research strategy, attracting and securing significant research funds.</p> <p>To provide academic leadership in undergraduate and postgraduate courses within area of expertise.</p>

Main Responsibilities/Activities
<p>To develop the research activities of the Faculty and the University by:</p> <p>Leading a significant programme of research, sustaining an extensive track record of published research findings in appropriate, peer reviewed research journals and/or monographs to maintain and enhance expert reputation in own subject area.</p> <p>Planning, co-ordinating and leading a significant programme of research 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.</p> <p>Leading innovative research proposals and submitting funding bids, winning support for them and planning the research to be taken, as a self-contained item or as part of a broader programme. Obtaining and sustaining research, consultancy and other additional funding</p> <p>Seeking collaborative research opportunities with other members of Faculty staff and develop multidisciplinary research links with other parts of the University where appropriate.</p> <p>Developing research activities which extend current thinking in the subject area, thereby enhancing the reputation of the Faculty and the University.</p> <p>Maintaining an expert reputation in own subject area and providing appropriate guidance to staff and students</p> <p>Engaging in external activities in accordance with the Faculty's research strategy at a national 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 ones).</p> <p>Engaging in external activities in accordance with the Faculty's research strategy at a national and international level. Such activities will include contribution to professional networks, national and international meetings, societies and bodies (including governmental ones).</p> <p>Attending appropriate national and international conferences for the purpose of disseminating research results.</p>

Role Profile

Leading major 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*).

Contributing to the wider national and international academic community general life and work of the University through, for example, editing journals and refereeing papers.

To develop the teaching activities of the Faculty by:

Providing academic leadership at undergraduate and/or postgraduate level, as appropriate, by leading the development of new teaching methods and designing programme units and taking responsibility for the quality of programme units.

Taking an active role in teaching at undergraduate and postgraduate level; planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.

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 the initial resolution of all student issues within and outwith standard procedures, and ensuring that an appropriate framework is developed and used for pastoral care issues.

To contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:

Performing personal administrative duties throughout the Faculty and the University as are recognised by the University as properly within the remit of role of professor, such as research group leader and roles associate with teaching programmes, as allocated by the Head and contributing to the general life and work of the University.

Advising, supervising and giving guidance to other staff. Taking overall responsibility for the welfare of staff drawing on specialist advice and support.

Role Profile

Person Specification

The post holder must have:

A higher professional qualification, normally a doctoral degree or equivalent

Outstanding qualities and achievements in scholarship and research at a national and international level which have made a significant contribution to the advancement of their subject

Significant academic publication record

Evidence of leadership in research, including postgraduate research supervision

Teaching programmes, and/or internationally recognised textbooks.

Evidence of securing a significant amount of sustained research funding

Proven management and leadership qualities at a senior level

Proven administrative ability at a senior level

Evidence of 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

Relationships and Contacts

Professors are expected to accept invitations to serve on national and international bodies, including governmental bodies. They will also be expected to contribute to the University by taking on roles that enable the University to meet its administrative needs.

To attract research funding, a Professor will be expected to liaise with existing and potential sponsors.

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

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.

Role Profile

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:

Head of Department of Computer Science

Background Information/Relationships

Faculty:

The Faculty of Engineering and Physical Sciences (FEPS) is one of three faculties at Surrey, and covers the core engineering disciplines of aeronautical engineering, civil engineering, chemical engineering, electrical and electronic engineering and mechanical engineering, alongside the specific disciplines of chemistry, computer science, mathematics and physics.

The Faculty embraces a vibrant education network whereby teaching and learning developments across all areas are shared, explored and advanced. Its electrical and electronic engineering courses are ranked number six and chemistry courses are ranked in the top ten in the Guardian University Guide 2021, while its materials technology courses are ranked number three in the Complete University Guide 2021.

Staff within the Faculty are well respected throughout academia and industry, where links are strong, and drive the belief that a university should contribute to the mainstay sciences while enhancing the technology to improve overall quality of life. Through consistent investment stemming from a deep commitment to develop world-class, sustainable research programmes, the Faculty has built up an impressive infrastructure to support all its activities. The interdisciplinary nature of much of the work also provides opportunities to cross boundaries and offers students the prospect of accessing exceptional facilities.

School of Computer Science and Electronic Engineering (CSEE) comprising the Departments of Computer Science and Electrical and Electronic Engineering:

The School of Computer Science and Electronic Engineering draws on the synergies between the two subjects to deliver outstanding teaching and world-leading research in fields such as computer vision and machine learning, AI, audio-visual machine perception, autonomous vehicles, 5G technologies, blockchain, virtual reality, gaming and smart health. The School encompasses the Department of Electrical and Electronic Engineering and the Department of Computer Science.

The Department of Electrical and Electronic Engineering has been ranked one of the best in the UK for many years. Research is carried out in several large research centres and groups with cross cutting themes including the Advanced Technology Institute (ATI), the Centre for Vision, Speech and Signal Processing (CVSSP), the Institute for Communication Systems (ICS), and the Surrey Space Centre (SSC). The ATI brings together researchers with

Role Profile

an international outlook in Quantum Information, Nanotechnology, Energy and Advanced Materials; CVSSP is an internationally recognised leader in audio-visual machine perception, machine learning and AI research. ICS is the home of the 5G Innovation Centre, is the largest academic research centre in the UK specialising in information and communication technology and satellite communications. The Surrey Space Centre (SSC) is one of the World's leading Centres of Excellence in space engineering, and has pioneered the development of low-cost satellites. The Department provides excellent opportunities for students and researchers alike to access a wide range of facilities devoted to robotics, artificial intelligence, machine learning, audio-visual processing, security, energy conversion, space missions, healthcare and nanomaterials, amongst others. All members of academic staff have both teaching and research responsibilities.

Department of Computer Science:

The Department of Computer Science has a world-class reputation in Cyber Security, Distributed and Networked Systems, and Nature Inspired Computing & Engineering, and regularly publishes at top-level conferences and journals.

The Surrey Centre for Cyber Security (SCCS) is only one of seven in the UK holding recognition as an Academic Centre of Excellence in both Cyber Security Research and Cyber Security Education by the UK government. SCCS has world-leading research expertise in applied cryptography, trusted computing, secure systems, privacy and authentication, secure communications, blockchain and distributed ledger technologies, and security verification.

The Distributed and Networked Systems (DANS) group is internationally recognised for its fundamental and applied research in several areas such as consensus protocols, distributed trust and coordination, fault-tolerance, edge and cloud computing, networks in space, web tracking and privacy, online harms such as hate speech and misinformation in social networks.

The Nature Inspired Computing and Engineering (NICE) group holds world-leading expertise in machine learning and AI, including trustworthy AI (explainable, secure and privacy preserving machine learning), systems biology, bioinformatics, image processing, natural language processing, computational neuroscience, computational optimization, AI planning and optimal control. The NICE group is a key partner in the new Surrey Institute for People-Centred AI (<https://ai.surrey.ac.uk>).

All research groups maintain close links with leading industries, the public sector and governmental bodies, leading to a strong heritage of real-world impact. The post also provides opportunities to create links with other research centres in the newly formed School of Computer Science and Electronic Engineering, including its Centre for Vision Speech and Signal Processing, Institute for Communication Systems, and Surrey Space Centre.

Our Computer Science BSc and Computing and Information Technology BSc programmes have been running successfully for many years and continue to attract strong students. The

Role Profile

Department offers Information Security MSc (NCSC certified) and Data Science MSc programmes with healthy student numbers.

The Department has made significant investment in its facilities with a new 200-seater computer science teaching laboratory, a virtual cloud computing platform, a secure systems facility and an HPC cluster for research. Other state-of-the-art facilities include a distributed RDMA/SGX/NVM testbed, P4 testbed for programmable networks, UK's first testbed for space networks to emulate megaconstellations of LEO satellites (in collaboration with the Surrey Space Centre), high-performance computing cluster for data analysis, Surrey Blockchain Testbed, and 5G/6G wireless network testbeds.

Role Profile

Person Specification	
This section describes the knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this specific role in the Department of Computer Science	
	Essential/ Desirable
A doctoral degree in Computer Science or a related discipline, or equivalent	E
Leadership and management experience, including developing and delivering strategies to enhance the positioning and impact of a School, Department or Research Group	E
An outstanding international and innovative research profile with a continuing record of high-quality publications	E
A sustained record of securing significant research funding	E
A proven commitment to teaching innovation and excellence	E
Ability to demonstrate emotional intelligence with the presence and credibility to be able to lead change and to challenge, motivate and inspire, convincing colleagues of what is possible and/or required.	E
Extensive evidence of collegiality, undertaking duties in accordance with the university's and your academic discipline's core values, with proven success in driving inclusion across the staff and student body.	E