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| **Job Title** | Director of the Language Centre |
| **School/Department** | Language Centre |
| **Job Family and Level** | UNNC Scale B Level 4 |
| **Appointment Duration** | This post is available from September 2023 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to five years and a probation period of 6 months. This contract may be extended on an indefinite basis based on mutual agreement. |
| **Location** | University of Nottingham Ningbo China |
| **Hours of Work** | Irregular working hours, with 36¼ hours spread over 5 days |
| **Responsible to** | Dean of the Faculty of Humanities and Social Sciences |

## Purpose of role:

As well as managing the Language Centre and carrying out language teaching, the successful candidate will lead the strategic development of the Language Centre ensuring its full contribution to the success of the Faculty of Humanities and Social Sciences and to the University as a whole.

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|  | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | **% time**  **per year** |
| 1 | **Managerial:**   * Take overall responsibility for ensuring high quality teaching and learning   and high levels of student satisfaction on all LC module.   * Line manage language teaching staff actively supporting professional   development, collaboration and a culture of best practice ensuring the continuous support and mentoring of new and existing staff.   * Ensure that the Language Centre maintains adequate levels of staffing for   growth and that its structure remains fit for its expanding needs, assign teaching load, key roles and responsibilities and oversee suitable staff development provision.   * Oversee Performance Review and Personal Development processes for the   Language Centre, allocating reviewers and contributing to the exercise in accordance with University regulations.   * Promote the work of the Language Centre and the strategic importance   of foreign languages and cultures to UNNC student body, schools, and faculties, and to external stakeholders in Ningbo and beyond.   * Ensure that the Language Centre plays an active role in contributing to   agreed University and Faculty KPIs particularly with regards to international student experience and international teaching and learning partnerships through monitoring and annual review.   * Manage operational budget, oversee external income generation and   identify new income streams.   * Advise the Dean of the Faculty and other university bodies on the   strategic development of UNNC language provision.   * Work closely with counterparts in the Language Centres at Nottingham in   the UK and Malaysia.   * Maintain and further develop constructive relationships with all   University Departments and external stakeholders. | 60 |
| 2 | **Teaching**   * Teach up to 6 hours per week. | 20 |
| 3 | **Administration**   * To undertake administrative work/management functions as required   and to generally assist with the efficient and effective completion of the work of the LC and the University. This may include participation in relevant teams and working groups.   * To identify staffing needs and oversee recruitment process for new   staff.   * To liaise, as appropriate, with academic and administrative colleagues   in Nottingham UK and Malaysia.   * To take part in and contribute to staff development activities   consistent with continuing professional development.   * To ensure compliance with health and safety requirements in all   aspects of work.   * Any other duties appropriate to the post and the seniority of the person   Appointed.   * Participate in training and staff development events as trainer or trainee as   appropriate.   * Maintain appropriate professional development, expertise and awareness. * Undertake other tasks and responsibilities as may reasonably be required. | 20 |

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| Person specification | | |
|  | **Essential** | **Desirable** |
| **Qualifications, certification and training (relevant to role)** | * Degree and post graduate qualification in a relevant subject with evidence of progressive professional development teaching qualification. | * Management or coaching qualification; * Post graduate certificate in Learning and Teaching in Higher Education or equivalent; HEA Fellowship. |
| **Skills** | * A proven ability to teach one of the languages offered in the Language Centre from beginner to advanced levels; * Effective communication and presentation skills in English; * Use of IT for teaching and administration; * Ability to lead a multilingual and multicultural team; * Excellent problem-solving skills. | * Ability to represent the University externally; * A good understanding of the institutional and commercial environment in which the Centre operates. |
| **Knowledge and experience** | * Experience of leadership in language teaching at University level including management of staff and resources | * Experience and ability to lead on and manage change using a collaborative and inclusive management style; * Experience of conducting action research and presenting at international conferences; * Leadership and expertise in the teaching of Chinese to speakers of other languages. |
| **Personal Attributes** | * Ability to work effectively in a team and to form effective partnerships; * Ability to set and achieve clear and challenging performance goals at personal and team level. Ability to prioritise work and to work to multiple tight deadlines. | * Demonstrable personal and professional commitment to the University's mission and to its strategic vision. |

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| Expectations and behaviours | |
| The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role: | |
| **Valuing people** | Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders. |
| **Taking ownership** | Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders. |
| **Forward thinking** | Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement. |
| **Professional pride** | Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department. |
| **Always inclusive** | Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders. |
| Key relationships with others | |