JOB DESCRIPTION
Deputy Director of Lancaster University Confucius Institute and Lecturer/Senior Lecturer in Chinese Studies
Vacancy Ref: A3518

<table>
<thead>
<tr>
<th>Job Title: Deputy Director of Lancaster University Confucius Institute and Lecturer/Senior Lecturer in Chinese Studies</th>
<th>Present Grade: 8 or 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College: Lancaster University Confucius Institute (LUCI) and Department of Languages and Cultures (DeLC)</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to: Director of Confucius Institute and Head of the Department</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for: N/A</td>
<td></td>
</tr>
</tbody>
</table>

Other contacts
Internal: Colleagues and students in the Confucius Institute, the Department and the Faculty of Arts and Social Sciences, together with colleagues in other faculties, providers of student support services, the Library, press office, ISS, central administration and other relevant university actors.

External: CI: Local communities, associated colleges, businesses, local government, South China University of Technology, Chinese International Education Foundation, Centre for Language Education and International Cooperation; Lancashire County Council; CBBC; Consulate General of the P.R. China in Manchester; British Council; Regional and local Chambers of Commerce; CI networks; local schools. More generally: Chinese academic institutions, academic associations and research networks, relevant research funding bodies and councils, professional bodies, employers, business organisations, academic and research networks.

Major Duties:
Work closely with the Director to advance the work of LUCI including research, teaching, engagement, student recruitment and operations.

60% of the role will be focused on Confucius Institute:
1. Play a lead role in LUCI’s academic portfolio development at Lancaster University’s UK and overseas campuses;
2. Play a lead role in the expansion of LUCI’s research activities portfolio, with team support, including delivering and organising China-related research/teaching workshops, seminars, major and mini conferences and LUCI annual lecture;
3. Develop a key China studies agenda such as Silk Road Studies at Lancaster University;
4. Develop a network of Chinese scholars and build relationships with other UK and Chinese HEIs and external agencies to create research, teaching and knowledge exchange partnerships and promote LUCI;
5. Develop partnerships with Chinese institutions for specific purposes
6. Advance the work of the Confucius Institute Teacher Lead (CI Core Teacher) to develop Chinese pedagogy research, Chinese teaching, student recruitment;
7. Advance the work of the Confucius Institute Manager/Engagement Lead to develop knowledge exchange and engagement opportunities with stakeholders and also cultural activities;
8. Represent LUCI nationally and internationally upon the request of the Director;
9. Assist the Director in the management of the LUCI, including formulating rules and regulations, providing written reports for LUCI internal and external advisory boards and CI strategy papers, information and presentations for internal, external and global audiences, the production of an annual work plan for the approval of the LUCI Board and ensure its smooth execution with appropriate controls; and
10. Work with the CI team to coordinate, plan and conduct cultural and other engagement activities including Chinese Spring Festival, Dragon Boat Festival and participate when needed.
40% of the role will be dedicated to Chinese Studies:

1. Contribute expertise in Chinese/Sinophone Studies, including Chinese Translation Studies, and, where appropriate, other areas of DeLC activities at undergraduate, Masters and PhD levels, including contributing to the development and delivery of the MA Translation Studies, Chinese language and culture modules, comparative courses in related fields such as cultural studies from a global perspective, and other courses as appropriate to the appointee’s research expertise and wider scholarship;
2. Develop a personal research programme in an aspect of Chinese/Sinophone Studies, Chinese Translation Studies, or comparative studies with Chinese/Sinophone Studies as a central aspect (in keeping with REF criteria) leading to publications in key international peer-reviewed academic journals and to other appropriate forms of research output;
3. Apply for grants for new research projects, individually and/or collaboratively, and participate in research centres and academic initiatives, departmental and/or inter-departmental;
4. Design and implement curricula in line with departmental needs according to normal university procedures, including distance learning programmes;
5. Supervise undergraduate and postgraduate dissertations and advise students on a range of research methodologies;
6. Participate in the Department’s various outreach activities including Open Days, School visits, public engagements; and
7. Communicate effectively with students and colleagues as appropriate and contribute to the Department’s academic and pastoral care of its students and to the enhancement of their learning, personal development and achievement.

For both parts of the role, provide cover for colleagues where necessary and assume various administrative tasks and responsibilities and engage in other duties related to the post as required by the Director of the Institute/Head of Department.