



## Job Description

<b>College   Management Unit:</b>	UCD Office of Global Engagement
<b>School   Unit:</b>	Irish Institute for Chinese Studies (IICS) / UCD Confucius Institute for Ireland (CII)
<b>Post Title &amp; Subject Area (if relevant)</b>	Lecturer/Assistant Professor in Chinese Language
<b>Post Duration:</b>	Temporary 5-year post (Ideally commencing on 1 September 2021)
<b>Grade:</b>	Lecturer/Assistant Professor (below the bar)
<b>Reports to</b>	Institute Director / Deputy Institute Director(s)
<b>Competition Ref. N<sup>o</sup></b>	013215
<b>HR Administrator</b>	Billie O’Gorman

### Position Summary:

The Irish Institute for Chinese Studies (IICS) at UCD and the UCD Confucius Institute for Ireland (CII) were officially launched on 26th September 2006.

The IICS contributes to the University’s strategic objectives by promoting its international profile in the areas of Chinese studies and research. It has developed a range of courses and degree programmes designed to offer students a better knowledge and understanding of China. The programmes are offered in UCD for the benefit not only of students at UCD, but also the wider community.

The UCD CII is dedicated to the promotion and development of Chinese language, culture, studies and business. The CII is a joint venture between Renmin University of China and UCD. The CII aims to work with government, business and academia in Ireland and China to create stronger educational, cultural and commercial links between the two countries. It will achieve this by promoting an awareness of Chinese language and culture in Ireland; offering innovative and flexible Chinese language courses to not only students at UCD but also the wider community in Ireland; and developing and promoting teaching in the area of Chinese Studies within UCD and Ireland.

Reporting to the Director (or nominee), the Lecturer/Assistant Professor will ensure the delivery of highly flexible, responsive and effective language teaching to students undertaking a range of contact teaching, teaching-related and administrative duties associated with the running of Chinese language programmes. The post holder will be required to maintain currency through ongoing professional development in research and scholarship associated with keeping up to date and further developing their teaching practice and facilitating pedagogical development.

The post holder will also be required to foster collaborative working relationships with all colleagues and stakeholders in a professional and approachable manner and have experience working with students from diverse educational, cultural and work background.

The successful candidate will be expected to work in the following areas:

**Teaching and Learning:** The IICS/CII make a unique contribution to UCD’s undergraduate and postgraduate programmes -- BComm International (Business with Chinese Studies), BCL (Law with Chinese Studies), BSc (Food Business with Chinese), BSc (Social Sciences with Chinese), MA in Teaching Chinese Language and Culture, Chinese language education at Irish secondary and primary schools, business associations as well as the wider public communities.

**Administration:** Assume administrative duties to the role; promoting collaborations within the Institute.

### Equality, Diversity and Inclusion:

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. We welcome

applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

**95 Lecturer/Asst Professor (Below the Bar) Salary Scale:** €34,746 - €60,984 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

### Principal Duties and Responsibilities:

- Actively contribute to the undergraduate, postgraduate, secondary school, evening class, and other teaching and training programmes as directed by the Director of the Institute. This will involve, inter alia, course design and delivery, selection and development of teaching materials, examination and assessment, quality assurance and enhancement, reporting to the Head of the Institute about teaching outcomes, and associated administration;
- A strong interest in teaching in the area(s) of Chinese language and culture, business Chinese;
- Provide students with feedback in relation to class participation, homework and examination performances, and evaluate performance in related elements of the course;
- Attend and contribute to meetings, training seminars, research projects, and other activities as organized by the Institute;
- Actively contribute to the academic and administrative life of the Institute;
- Undertake administrative duties associated with the role; and promote collaborations within the Institute.
- Undertake such other appropriate duties as directed by the Director of the Institute.

### Selection Criteria:

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

#### Mandatory:

- PhD in Chinese Studies or a relevant discipline;
- An honours degree in one of the following disciplines of Chinese studies, teaching Chinese as a foreign language, Chinese language and literature, education, English or postgraduate degree in the discipline of teaching Chinese as a foreign language;
- Evidence of experience of teaching Chinese language at University level or substantial evidence of experience of teaching Chinese language at other levels including primary and secondary schools, corporate in-company and private language training, adult and evening classes;
- Strong bi-lingual and cross-cultural competence with substantial experience in interpretation or possession of the Certificate of Teaching Chinese as a Second Language;
- Experience of organizing, designing, and delivering a range of Chinese language modules, teaching materials, and workshops;
- An excellent knowledge of contemporary pedagogical approaches;
- Excellent interpersonal, communication, computing, and team-working skills.
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

## Further Information for Candidates:

### Supplementary information:

The University:	<a href="http://www.ucd.ie/aboutucd.htm">http://www.ucd.ie/aboutucd.htm</a>
The UCD Strategy for Research, Innovation and Impact 2015-2020:	<a href="http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/">http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/</a>

UCD Office of Global Engagement:	<a href="https://www.ucd.ie/global/">https://www.ucd.ie/global/</a>
Irish Institute for Chinese Studies (IICS) / UCD Confucius Institute for Ireland (CII)	<a href="https://www.ucd.ie/china/">https://www.ucd.ie/china/</a> <a href="http://www.cii.ie/">http://www.cii.ie/</a>
Other ( <i>Please specify</i> ):	n/a

**Relocation Expenses:**

- Will not apply

**Garda Vetting required:**

- No

**Informal Enquiries ONLY to:**

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***Eligibility to compete and certain restrictions on eligibility***

<b>Incentivised Scheme for Early Retirement (ISER):</b>	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
<b>Department of Health and Children Circular (7/2010):</b>	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.
<b>Collective Agreement - Redundancy Payments to Public Servants:</b>	The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

<p><b>Declaration:</b></p>	<p>Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
<p><b>Superannuation and Retirement:</b></p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p><b>a. Pensionable Age</b> - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p><b>b. Retirement Age</b> - Scheme members must retire at the age of 70.</p> <p><b>c. Pension Abatement:</b></p> <ul style="list-style-type: none"> <li>• If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.</li> <li>• Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007  <p>The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p> </li> <li>• Ill-Health-Retirement  <p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p> </li> </ul> <p><b>d. Prior Public Servant</b> - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.</p>	

In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

*e. Pension Accrual* - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

*f. Pension-Related Deduction* - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.