



Job Title	Teaching and Research Staff
School/Department	Centre for Research on Sino-Foreign Universities
Job Level	UNNC Scale A Level 3
Job Family	Administrative, Professional, and Managerial
Contract Status/ Appointment Duration	This post is available from December 2024 and will initially be offered on a fixed-term contract with the outsourced company for a period of up to three years and probation of 6 months.
Location	University of Nottingham Ningbo China
Hours of Work	Regular working hours, Monday to Friday
Responsible to	Deputy Director of Centre for Research on Sino-Foreign Universities

Purpose of role

This role is responsible for teaching Chinese Culture Courses, writing/editing textbooks, designing curriculums, organizing field trips, making assessment systems, etc. The role holder is also expected to do research on pedagogical issues related to teaching Chinese culture in order to improve the curriculums and enhance the quality of the courses.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teaching and Teaching Management <ul style="list-style-type: none"> ▪ Teach Chinese Culture Course and relevant courses; ▪ Participate in the development and management of teaching-related activities, including but not restricted to contents development for lectures and assessment etc., as team player or team leader where’s appropriate, to ensure professional expertise and improve the quality of the courses; ▪ Undertake teaching management work, e.g. development of the course program, rules and student handbooks etc.; ▪ Build subject (including compiling textbook, building featured-courses, etc.); ▪ Plan, organize and manage course-related social practice; ▪ Manage the implementation and maintenance of teaching systems or platform; ▪ Lecture on national policy and situations; 	50%
2	Research and Reporting <ul style="list-style-type: none"> ▪ Research and explore teaching methods; ▪ Participate in project research of department, and lead assigned school/departmental/work unit projects; 	30%

	<ul style="list-style-type: none"> ▪ Supply curriculum reports to schools/departments/work units or external organisations (e.g. government departments) as required; ▪ Analyse and interpret data and information and assist in the production of management reports; 	
3	<p>Planning & Supporting</p> <ul style="list-style-type: none"> ▪ Undertake department-related administrative work; ▪ Contribute to the assigned tasks in relation to CPC affairs where reasonably be required; ▪ Assist the Manager in the development and implementation of department strategy, policies, procedures, and projects; ▪ Provide specialist/professional advice and recommendations to support informed decision making, learning, teaching and research activities; ▪ Contribute to the department make recommendations about future resource requirements; 	10%
4	<p>Others</p> <ul style="list-style-type: none"> ▪ Liaise, communicate and build working relationships across a number of schools/departmental/work units and with external contacts and contractors as appropriate; ▪ 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. 	10%



Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">▪ Ability to lead the teaching team to develop of the course program;▪ Excellent communication and presentation skills in Chinese and English;▪ Ability to plan and lead teaching programmes and the delivery of research;▪ Ability to undertake multi-disciplinary teaching ;▪ CET 6 or equivalent;▪ Skills in pastoral care and motivating students at all levels;▪ Courseware production, IT skills in software application;	<ul style="list-style-type: none">▪ Ability to deliver lecture in English;▪ Experience of instructing teaching and compiling textbook ;▪ Obtained the relevant Teaching Award;
Knowledge and experience	<ul style="list-style-type: none">▪ Ability of research and innovation;▪ An understanding of University management systems and the wider higher education;	<ul style="list-style-type: none">▪ Experience of relevant teaching and teaching management work;▪ Applicants with published articles or research projects are preferable;▪ Experience of devising, advising on and managing learning and research programmes;
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none">▪ Master degree in philosophy, history, politics or related discipline of social science;▪ Higher Education Teaching Qualification Certificate of People's Republic of China, or need to obtain within 1 year after onboarding;	<ul style="list-style-type: none">▪ Doctor degree in philosophy, history, politics or related discipline of social science;▪ Applicants with professional qualification preferable;
Statutory, legal or special requirements	<ul style="list-style-type: none">▪ Being patient, professional and cooperative;▪ Ability to work under pressure;▪ Quick learner and strong problem solving skills;▪ Excellent time management and attention to detail;▪ Ability to work effectively in a multi-cultural environment;▪ Availability to work evenings and weekends as required	<ul style="list-style-type: none">▪ A strong desire to achieve teaching and research excellence;▪ Member of Communist Party of China (CPC), or strong desire to join CPC.



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** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

