



**Faculty of Arts  
School of Languages, Cultures and Societies**

**Lecturer/Associate Professor in Intercultural Competence**

**We have introduced the title of Associate Professor for our grade 9 academic staff, which is equivalent to Senior Lecturer.**

**Available from 1 September 2015**

You will have a PhD and an established research and teaching profile in Intercultural Competence or an analogous field (e.g. Intercultural Communication, Intercultural Studies, Modern Languages (ML), Applied Linguistics). The post will be based in the School of Languages, Cultures and Societies (LCS), and preference will be given to candidates with expertise relating to one or more of the modern languages taught and studied in the School. You will have the opportunity to define and develop the intercultural dimension of our teaching and research portfolio, taking advantage of a wide range of possible collaborations within the School and the University. Recent and immediately forthcoming publications will indicate your ability to make a distinctive contribution to research activity in this subject area, and to the supervision of research students.

Your expertise will be sufficiently applicable in professional and/or business contexts to allow you to play an effective and proactive role in links between LCS and Leeds University Business School, in particular in overseeing the academic development of the increasingly integrated portfolio of Joint Honours Undergraduate programmes co-taught by the two schools (Modern Languages and International Business; ML and Management; ML and Economics). You will contribute to teaching on these programmes, and to MA programmes in the Centre for Translation Studies and the MA in Professional Language and Intercultural Studies. You will contribute to the administration and management of the School's activities.

**University Grade 8 (£38,511 - £45,954 p.a.) or University Grade 9 (£47,328 - £54,841)**

**Informal enquiries may be made to Dr Paul Rowe (Deputy Head of School), tel +44 (0)113 343 3485, email [p.rowe@leeds.ac.uk](mailto:p.rowe@leeds.ac.uk)**

**Ref: ARTLC1018**

**Click here for further information about working at the University of Leeds  
[www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to: Head of School**

**Reports to: Deputy Head of School**

### **Main duties and responsibilities**

- To contribute to the School's student education and research in the field of Intercultural Studies.

### **General**

- To carry out the duties of the post in accordance with the university values and standards, including the Leadership and Management Standard, and in line with university policies and procedures
- To be aware of and work in line with the university's learning and teaching partnership agreement <http://partnership.leeds.ac.uk> and work with our students as members of a learning community to provide world class education and an excellent student experience
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To maintain own continuing professional development
- To integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University

### **Student Education**

- To pursue innovative teaching methods and which reflect professional standards and good practice
- To respond imaginatively to student skills, talents and interests, regularly collecting, and responding to, student feedback
- To be fully involved in the efficient setting, marking, and assessment of coursework and examinations in interpreting
- To provide timely feedback and assessment of coursework and examinations
- To lead the Joint Honours "cornerstone" module for Joint Honours programmes co-taught by LCS & Leeds University Business School, and contribute to the planning, development, organisation, and review/quality assurance of modules and programmes in this field.
- To supervise undergraduate and postgraduate research dissertations
- To contribute to the MA in Professional Language and Intercultural Studies and, as appropriate, to MA programmes provided by the Centre for Translation Studies

- To keep abreast of professional developments in learning and teaching, and to continue to develop personal skills in these areas
- To support student employability and professionalisation
- To undertake peer review in accordance with University policy
- To provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate
- To act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds

### **Research, innovation and impact**

- To undertake innovative and independent research
- To promote the integration of own research area with other research interests within and, as appropriate, outside the school and faculty
- To pursue and maintain a record of high quality and original research publications that will be suitable for inclusion in the School's submission to research assessment exercises
- To attract research income on an individual and collaborative basis, where appropriate and feasible, to underpin high quality research activity and to support a developing research agenda
- To attract research students and to supervise their theses to satisfactory completion
- To contribute to the research environment of the School through the organisation of seminars and colloquia, and participate effectively nationally and internationally in the research activity of your subject area
- To demonstrate the importance and value of your research to audiences beyond the university, and contribute to the School's 'impact' agenda

### **Academic Leadership and Management**

- To develop an excellent working knowledge of the School, its strategies and its goals
- To play a full and effective role in the efficient management of School business, taking on particular roles and duties (including external relations) as deemed appropriate by the Head of School
- To participate in major executive tasks or one-off projects facilitating School business, managing resources and more junior/less experienced colleagues as appropriate
- To attend all relevant subject meetings and represent the School on Faculty and wider University committees, contributing constructively to their work
- To work collegially with key School officers, administrative staff and the University's central administration, ensuring effective communication with all staff

- To undertake any other duties commensurate within the role and grade as might reasonably be required

### **For appointment as Associate Professor (Grade 9), additional duties and responsibilities**

#### **General**

- To be recognised nationally and internationally as an authority in the field, developing and maintaining an external profile as appropriate to the discipline

#### **Student Education**

- To play a significant role in the strategic development of the intercultural curriculum at UG and MA level, and student education and support policies

#### **Research, innovation and impact**

- To pursue, develop and lead research, innovation and impact, of national and international standing to enhance the research profile of the School in the intercultural field
- To play a leading role in the development of regular applications for external funding for research of international standing

#### **Academic Leadership and Management**

- Significant contribution to the overall work of the University and/or equivalent external organisations by representing the school and faculty on appropriate committees and groups
- Effective contribution to the management and administrative processes and committee structures of the school, faculty and University
- To lead major executive tasks or one-off projects facilitating School business, managing resources and more junior/less experienced colleagues as appropriate
- Involvement in the recruitment, management and development of staff and act as a mentor to more junior/less experienced colleagues
- The promotion of the values of collegiality within the academic community
- Actively promoting and engaging with the objectives of our valuing and developing all our staff agenda via compliance with the University's People Management Framework to ensure high standards of employment practices across the School
- To undertake any other duties commensurate within the role and grade as might reasonably be required

## **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## **Person Specification**

### **For appointment at University Grade 8:**

#### **Essential**

- You will hold a doctorate in a relevant field
- A First or Upper Second Class Honours degree in a relevant field
- An established research and teaching profile in Intercultural Competence or an analogous field (eg. Intercultural Communication, Intercultural Studies, Modern Languages, Applied Linguistics)
- Relevant teaching experience at HE level, and a strong commitment to developing teaching skills
- A strong record of high quality research activity commensurate with career stage, with publications already completed and further outputs in prospect
- You will be establishing an international reputation and have a clear plan for future work
- A realistic strategy for research grant capture from appropriate research funding bodies
- You will have demonstrated the ability to contribute to the School's research impact programme
- Good interpersonal, communication, and time-management skills
- You will demonstrate the ability to set priorities in your academic and professional activities, to work effectively without close supervision, and to assume responsibility for teaching and administration
- You will demonstrate a readiness to take on administrative and developmental responsibilities associated with student education and the activities of the School more widely

#### **Desirable**

- A first degree in Modern Languages
- Experience of contributing to Joint Honours programmes
- Experience of research degree supervision
- Experience of teaching Modern Languages

### **For appointment at University Grade 9 (in addition to the criteria for University Grade 8):**

#### **Associate Professor Candidates**

Applicants for Associate Professor would normally be expected not only to be experienced teachers but to have a significant publication record, together with proven research experience, and to have demonstrated administrative skill.

## **Essential**

- A sustained record of high quality research publications.
- An established international reputation and a clear plan for future work
- A realistic strategy for significant research grant capture from appropriate research funding bodies
- A proven ability to contribute significantly to the School's research impact programme
- A sustained record of successful, independently organised and innovative teaching at all levels, with demonstrable high regard for student experience
- Demonstrable capacity in academic leadership and management (research and/or student education) and a willingness to progress into management roles within the School
- Experience of research degree supervision

## **Desirable**

- Experience of innovation and knowledge exchange activities
- Experience of motivating and supporting other colleagues in achieving their full potential

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **University of Leeds Teaching and Research Award (ULTRA)**

The Senate of the University has agreed that all newly appointed early career academic staff with a contract of 50% of full time equivalent and above will be required to complete the relevant pathway of the University of Leeds Teaching and Research Award (ULTRA) unless they meet specified exemption criteria. Whether or not this applies to you will be decided as part of the appointment process.

Further details of the ULTRA are available at <http://www.sddu.leeds.ac.uk/sddu-ultra.html>

Academic staff with contracts of less than 50% of full time equivalent may take the appropriate pathway of ULTRA that relates to your role. This will be decided by the School in conjunction with SDDU.

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located in the Michael Sadler Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**



## **Further information about the School of Languages, Cultures and Societies**

The School of Languages Cultures and Societies is one of the largest institutional providers of degrees in languages, cultures and societies at undergraduate and postgraduate level in the UK, with over 100 research active staff, over 50 teaching only staff and 2500 students at all levels. The School offers degree programmes in Arabic and Middle Eastern Studies; Classics; East Asian Studies; French; German, Russian and Slavonic Studies; Italian; Linguistics and Phonetics; Spanish, Portuguese and Latin-American Studies; and World Cinemas, a wide range of joint honours programmes, and elective modules in many different languages, as well as EFL in the University Language Centre, and postgraduate teaching in the Centre for Translation Studies.

The School operates successful MAs in both Applied and Audiovisual Translation Studies, in Conference Interpreting and Translation Studies, Professional Language and Intercultural Studies, and World Cinemas, as well as a range of MA programmes in East and South-East Asian Studies, Arabic, Islamic and Middle Eastern Studies and in Linguistics and Phonetics.

The School's Modern Languages research is ranked 4<sup>th</sup> in the UK for research power and the majority of research in Classics was judged to be internationally excellent or world leading. The Centres for Translation Studies, World Cinemas, French and Francophone Cultural Studies, Brazilian Film Studies, Dante Studies and Russian Studies are interdisciplinary research centres based within the School. The School also has long-standing involvement in the Centres for Cultural Studies, European Studies, Gender Studies, Jewish Studies, Medieval Studies and the Institute of Colonial and Postcolonial Studies. In the area of East Asian Studies, the School is a major partner in the White Rose East Asia Centre (with Sheffield University). Significant research themes in the wider School include: Translation Studies, Language and Linguistics; Film Studies, Literary Studies, Popular Cultures; Identity and Nationhood; Gender and the Body; and Colonial and Postcolonial Studies.

The academic work of the School is strongly supported by the extensive resources of the Brotherton Library, a leading research library with major holdings across the full range of the School's teaching and research interests. It also benefits from its proximity to the British Lending Library at Boston Spa. State-of-the-art multi-media and IT facilities are provided in the School's Electronic Resources and Information Centre (ERIC) and in the University Language Centre, where a new interpreting suite is also located.