

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form and attach the following 5 documents. Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

- Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.
- Include a full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. For posts with a research component, you should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit www.ref.ac.uk
- Include an education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- For posts with a research component, please include a research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
- For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 21 May 2017

Interviews are planned for: 13 July 2017



JOB DESCRIPTION – Job ref REQ00587

Job Title and Grade:	Lecturer in Translation and Interpreting Grade 8
Contract:	Fixed term, part-time. This post is fixed-term 1 September 2017 to 31 August 2018 to cover a short term need – see general information
Hours:	18 hours per week (0.5 FTE)
Salary:	£32,004 - £38,183 per annum (pro rata for part-time)
Department/Section:	Department of Language and Linguistics
Responsible to:	Head of Department
Reports on a day to day basis to:	As above
Purpose of job:	To direct and deliver modules in Translation and Interpreting at postgraduate level. To supervise MA dissertations and contribute to the successful administration and management of the department.

Duties of the Post:

The main duties of the post will include:

1. Deliver core teaching for principles in Translation and Interpreting (TI).
2. Deliver teaching (including associated marking and administrative duties) on Translation and Interpreting modules at postgraduate level, as required by the Head of Department.
3. Contribute to the development of research-led teaching in the Department of Language and Linguistics.
4. Co-operate with colleagues in the delivery of modules on the TI programmes by contribution to Technologies of translation.
5. Contribute to the smooth running of all TI schemes across the different language strands.
6. Co-operate with colleagues in the continuous review and development of the curriculum and in the design and launch of new modules/course or other academic awards where appropriate.
7. Provide appropriate academic and pastoral support to students.
8. Fulfil assessment and examination duties as required by the Head of Department.
9. Ensure that student feedback on teaching is sought, through questionnaires and other sources, and to respond constructively to such feedback and to advice from peers.
10. Contributing to the successful administration and management of the Department.
11. Any other duties as may be assigned from time to time by the Head of Department or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

PERSON SPECIFICATION

JOB TITLE: Lecturer in Translation and Interpreting

Qualifications /Training

	Essential	Desirable
▪ Postgraduate qualification in relevant area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Professional qualification in translation and interpreting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of delivering TI theory modules in a Higher Education context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recent experience of teaching and training translators/interpreters in a Higher Education setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience with current technologies/software used in translation e.g. TRADOS with the ability to train students in the relevant skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of TI in a professional context allowing the development of a wide range of skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of syllabus development, materials development, assessment, innovation in teaching and assessment methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing teaching materials and assessments in TI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of successful collaborative work in delivering large programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience with teaching or offering guidance in L2 Writing to improve presentation skills of students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Successful performance of administrative tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A strong research background in order to fulfil the department's goal to deliver research-led teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to teach theoretical modules in translation and interpreting to students with varying backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to offer students guidance on the use of a range of translation and technologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to supervise MA dissertations in translation and/or interpreting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to promote the TI programme and be involved proactively in the recruitment of students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to engage with and motivate a diverse group of students at mainly postgraduate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to develop innovative methods of teaching and assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to contribute to the management of the Translation, Interpreting and Subtitling courses (including pastoral care, progress monitoring and assessment of students)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to be directly involved in administration and management of the department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to continue to maintain own professional skills via participation in workshops/seminars and CPD	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Ability to work collaboratively as part of a dynamic team contributing to joint initiatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Additional Information

The Department of Language and Linguistics

The Department of Language and Linguistics (DLL) has 37 full-time academic members of staff and provides a broad spectrum of expertise in the study of language and in the practical teaching of modern foreign languages. Its core ambition is to offer students a transformative educational experience in these areas underpinned by high quality research. The majority of research conducted in the department is rated 'world leading' or 'internationally excellent', placing us 8th among departments in the UK for research quality (REF 2014). Research is therefore at the core of the department and staff on Education contracts are also strongly encouraged to conduct research in their areas of expertise and for this research to form a core part of their teaching delivery. The department aims to positively contribute to the university's TEF (Teaching Excellence Framework) assessment and so candidates must be equally highly motivated educators and fully demonstrate the ability to positively contribute to this goal.

We offer a thriving postgraduate programme in Translation and Interpreting with strands in a wide range of languages including Chinese, French, German, Italian, Portuguese and Spanish, which are also taught at undergraduate level. Our TI programmes aim to equip our students with practical skills in the latest technologies with interpreting delivered in our state of art interpreting lab, which boasts European Commission standard interpreting facilities. We were among the first institutions in the UK to include Subtitling into our TI programmes and the development of all three skills remains a strong focus.

At undergraduate level all languages, baring Chinese, are offered to degree level from beginner to advanced levels following the Common European Languages Framework. In addition, on the linguistics side all core areas of linguistics are represented: Applied linguistics, Sociolinguistics, TESOL, Theoretical and Descriptive linguistics and Psycholinguistics.

We have a vibrant undergraduate and postgraduate (taught and research) student body. We aim to offer our students a personal and individual experience through a personal tutor system that we consider essential to positive student experience. Student satisfaction is central to our purpose and we aim to offer a wide range of assessment methods that engage students and help them achieve their full potential while also enhancing their employability skills.

You can find more information about the department at the following link
<https://www.essex.ac.uk/langling/>

You can find more information about the department at the following link:

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

Informal enquiries may be made to Prof Nancy Kula, Head of Department (email: nckula@essex.ac.uk). However, applications must be made online.

This post is fixed term until, potentially, a permanent appointment is made to its successor post, this post covers part of the duties of the new planned post only [e.g. teaching]. The new post will be substantially different, for example, requiring the post holder to be research active and included in the 2020 REF and will therefore be advertised. The current post holder will not have a claim to it as the permanent incumbent. You may, of course, apply at the time of advertisement, to be considered with other candidates if the essential criteria for the selection are met.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

**Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk**