

Gaelic Professional Development Officer

Unit	Scotland's National Centre for Languages (SCILT) (http://www.scilt.org.uk/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Teaching	Reference No	98249
Reports To	Fhiona Fisher	Grade:	8
Salary Range:	£39,992 - £44,992	Contract Type:	Fixed Term (12 months)
FTE:	0.2 (7 hours/week)	Closing Date	Sunday, 18 February 2018

Job Advert

Scotland's National Centre for Languages (SCILT) has been awarded additional funding from GLAIF to enable us to recruit a part-time Professional Development Officer for Gaelic. This is a new post and the successful candidate will be a self-starter who is able to work independently and as part of a team. The post will support the National Gaelic language Plan and the successful candidate will be expected to have the creativity and inter-personal skills to develop the role by building new partnerships and strengthening ones with existing stakeholders.

This post is for one year and is open to Gaelic speaking professionals with an interest in promoting and supporting Gaelic/Gàidhlig nationally. SCILT is based at the University of Strathclyde in Glasgow, however this post has considerable scope for people working in other parts of the country. The successful candidate would be expected to represent SCILT at meetings across Scotland and sometimes beyond.

Applications are welcomed from those that would like to take the role on a seconded basis.

Job Description

Brief Outline of Job:

The post will involve the development and delivery of a range of measures to support SCILT's contribution to the National Gaelic Language Plan. The postholder will be expected to create opportunity for Gaelic practitioners to be included in the wider language community and to highlight how the learning and teaching of Gaelic/ Gàidhlig contributes to national priorities such as National Improvement Framework, Developing the Young Scottish Workforce and the wider improvement agenda.

Main Activities/Responsibilities:

1. Work with existing SCILT team as an advocate for language learning.
2. Promote a positive image of Gaelic through engagement with the wider profession and displaying parity of languages, particularly relating to the delivery of the recommendations of Language Learning in Scotland: a 1+2 approach.
3. Work with Gaelic education professionals at all levels to support collegiate working and planned approaches to the challenges of Gaelic education through engagement with strategic partners, development of knowledge exchange fora and programmes of professional learning.
4. Support positive messages about diversity and inclusion relating particularly to language learning in schools and wider society by working with a range of partners to ensure consistent, positive messages about Gaelic language and culture.

5.	Support all practitioners teaching Gaelic and Gàidhlig through high quality professional learning opportunities.
6.	Develop initiatives supporting the use of Gaelic, including national competitions and cultural events
7.	Normalise the use of Gaelic in the workplace by encouraging professional dialogue and providing relevant advice in key policy areas
8.	Build and develop links with language agencies abroad to promote Gaelic and develop minority language policy
9.	Continue to develop effective working relationships with national public bodies including Education Scotland, Stòrlann, Bòrd na Gàidhlig, GTCS and the Scottish Government

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Relevant degree

D1 Teaching qualification

Experience

E2 Experience of working with schools, communities, children and young people

E3 Experience of developing or supporting partnerships with, for example, business, parents and communities and cultural organisations; building international links

E4 Understanding of current policies driving education in Scotland and how Gaelic/Gàidhlig contributes to them

D2 Experience of collaborating with key national agencies such as Education Scotland, Bòrd na Gàidhlig, SQA, GTCS

Job Related Skills and Achievements

E5 Fluent Gaelic speaker

E6 A demonstrated ability to lead projects and initiatives

E7 Strong ICT skills with an excellent knowledge of Microsoft Office

E8 Sound knowledge of how digital technologies enhance learning

E9 Understanding of the national priorities of raising attainment and closing the gap and how Gaelic/ Gàidhlig can contribute to them

E10 Ability to persuade and influence decision-makers as an advocate for Gaelic/Gàidhlig

D3 Ability to create case studies, write articles and explore other means of exemplifying and sharing good practice

Personal Attributes

E11 A good team player who is able to build and sustain professional relationships/communities of practice

E12 Ability to adapt, work flexibly, show initiative and develop a new role

E13 Able to think creatively and demonstrate a can-do and solution-focused attitude

E14 Good interpersonal skills

D4 Commitment to inclusion and social justice

Other Relevant Factors

E15 Understanding of recent research regarding Gaelic/Gàidhlig

D5 Knowledge of European and international practices and initiatives in languages education.

D6 Understanding of recent research regarding minority/heritage language education

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a

Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Fhiona Mackay, Director (fhiona.mackay@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Academic staff category can be found at: [Conditions of Employment](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on Thursday, 1 March 2018.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



OIFIGEAR LEASACHAIDH PROIFEISEANTA GÀIDHLIG

Sanas Obrach **(JOB ADVERT)**

Tha SCILT (Ionad Nàiseanta na h-Alba airson Cànan: Scotland's National Centre for Languages) air maoineachadh fhaighinn bho GLAIF airson Oifigear Leasachaidh Proifeiseanta pàirt-ùine ann an Gàidhlig. 'S e dreuchd ùr a tha seo airson tagraiche innleachdach a tha comasach air obair gu neo-eisimeileach no mar phàirt de sgioba. Bidh an dreuchd a' toirt taic do Phlana Nàiseanta na Gàidhlig agus thathar a' sùileachadh gum bi an tagraiche soirbheachail cruthachail, le sgilean eadar-phearsanta a dhaingnicheas com-pàirteachas maireannach agus a chuireas air bhonn com-pàirteachas ùr.

Tha an dreuchd airson bliadhna agus tha i fosgailte do thagraichean proifeiseanta aig a bheil Gàidhlig agus aig a bheil ùidh ann am brosnachadh na Gàidhlig gu nàiseanta. Ged a tha SCILT suidhichte ann an Oilthigh Shrath Chluaidh, tha cothroman gu leòr ann airson tagraichean a tha ag obair ann an àiteachan eile. Bhiodh dùil gum biodh an tagraiche soirbheachail a' riochdachadh SCILT aig coinneamhan air feadh na dùthcha agus, aig amannan, nas fhaide air falbh.

Tuairisgeul Obrach **(JOB DESCRIPTION)**

Prìomh Dhleastanasan

1. obair còmhla ri sgioba SCILT mar tagraiche airson ionnsachadh cànan
2. brosnachadh iomhaigh dheimhinneach na Gàidhlig tro cho-obrachadh leis a' phrofaisean san fharsaingeachd agus sealltainn co-ionannachd ann an cànan, gu sonraichte a rèir mholaidhean Language Learning in Scotland: a 1+2 approach.
3. obair còmhla ri eòlaichean ann am foghlam Gàidhlig aig gach ìre ann an dòighean colaisteach agus ro-innleachdail
4. seasamh gu deimhinnte airson iomadachd agus in-ghabhail, gu sonraichte a thaobh ionnsachadh cànan taobh a-staigh sgoiltean agus anns an fharsaingeachd.
5. toirt taic do luchd-teagaisg na Gàidhlig tro chothroman ionnsachaidh phroifeasanta aig ìre àrd
6. leasachadh iomairtean a' toirt taic do Ghàidhlig
7. àbhaisteachadh cleachdadh na Gàidhlig anns an àite-obrach
8. cur air bhonn agus leasachadh cheanglaichean le buidhnean-cànain thall thairis gus Gàidhlig a bhrosnachadh agus gus poileasaidh mion-chànain a thoirt air adhart
9. leantainn orra a' leasachadh cheanglaichean èifeachdach le buidhnean poblach nàiseanta leithid Foghlam Alba, Stòrlann, Bòrd na Gàidhlig, GTCS agus Riaghaltas na h-Alba.

Feartran Pearsanta (**PERSON SPECIFICATION**)

Assessment method – dòigh measaidh Application – tagradh CV - cunntas-beatha

Interview - agallamh

Teisteanasan Foghlaim / Proifeiseanta (R=Riatanach / Essential B=Na Bhuannachd/ Desirable)		
Fileanta sa Ghàidhlig	R	
Ceum bunaiteach	R	
Teisteanas ann an Teagasg	B	
Eòlas		
Eòlas air obair le sgoiltean, coimhearsnachdan, clann agus daoine òga	R	
Eòlas air leasachadh agus air toirt taic do chom-pàirteachas, mar eisimpleir le gnìomhachasan, pàrantan, coimhearsnachdan agus iomairtean culturail; a’ cur air bhonn cheanglaichean eadar-nàiseanta	R	
Eòlas agus tuigse air na poileasaidhean air cùl foghlam ann an Alba aig an àm seo agus mar a tha Gàidhlig mar phàirt	R	
Dearbhadh comais ann a bhith a’ cur air bhonn agus a’ stiùireadh phròiseactan	R	
Eòlas air co-obrachadh le buidhnean nàiseanta leithid Foghlam Alba, Bòrd na Gàidhlig, SQA, GTCS	B	
Sgilean agus Coileanasan ceangailte ri obair		
Sgilean làidir ann an ICT le mion-eòlas air Microsoft Office	R	
Tuigse air mar a tha teicneòlas didseatach a’ leasachadh ionnsachadh	R	
Tuigse agus eòlas air na prìomhachasan nàiseanta	R	
Comas buaidh a thoirt air co-dhùnaidhean mar thagraiche airson Gàidhlig	R	
Comas rannsachadh cùise a chur air dòigh, aithisgean a sgrìobhadh agus dòighean eile a lorg air deagh dhòighean-obrach a thaisbeanadh agus a cho-roinn	B	
Feartran Pearsanta		
Math air obair ann an sgioba le comas ceanglaichean proifeiseanta agus coimhearsnachdan obrach a chur air bhonn agus a chumail a’ dol	R	
Cruthachail, innleachdach, sùbailte agus comasach air ròl ùr a chruthachadh	R	
Deagh sgilean eadar-phearsanta	R	
Dealasach a thaobh in-ghabhail agus ceartas sòisealta	B	
Fiosrachadh Bunaiteach a bharrachd		
Eòlas air rannsachadh ùr ann an Gàidhlig	R	
Eòlas air cleachdaidhean agus iomairtean Eòrpach agus eadar-nàiseanta ann an ionnsachadh cànan	B	
Eòlas air rannsachadh ùr ann am foghlam mion-chànain / dualchais	B	

Conditions of Employment

Teaching Staff



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that

it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2016