

Director of Confucius Institute for Dance and Performance

Job Reference:	8830
Department:	Confucius Institute
Grade/ Salary:	Grade 9, £56,021.00 – 62,595.42
Contract Type:	Fixed Term / Maternity Cover
Hours:	35 hours per week (Full time)
Location:	New Cross, London

Closing date for applications: **23:59 GMT on 17 December 2019**

Interviews: To Be Confirmed

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



**Together
we are different**

Confucius Institute

Goldsmiths Confucius Institute is one of the academic departments in Goldsmiths offering joint degrees, as well as contextual courses, credit courses, and short courses in Chinese studies as well as Chinese arts and culture. Alongside this, the Confucius Institute hosts a range of events, activities and performances.

Job description

Reporting to: Pro Warden Learning, Teaching and Enhancement

Reports: Department Business Manager

Summary:

The Director will be responsible for the development of the CI in accordance with the aims and regulations of the Confucius Institutes, for developing its activities and reputation in London and the UK, for building relationships within the College and externally (including Chinese partners) and for managing its finances, staff and students

Main duties:

- In respect of Confucius Institutes, see the schedule at Appendix A
- To develop and maintain a portfolio of courses in mandarin Language and Chinese Performance, and to market these effectively to individual and corporate clients in London
- To develop and promote a cultural programme designed to further understanding of Chinese artistic practice within the Goldsmiths and London context
- To initiate a strategic development and business plan to ensure the sustainable future of CI, consistent with objectives both of the Confucius Institute and of Goldsmiths
- To produce an annual work plan and budget for the approval of the Goldsmiths CI Board and Hanban and ensure its smooth execution with appropriate controls
- To liaise with the CI Headquarters to ensure quality of teaching and the supply of up-to-date teaching and other materials
- To maintain string relationships between Goldsmiths and Chinese partners including the Beijing Dance Academy and other organisations in China

- To work closely with relevant Goldsmiths departments including Theatre and Performance and Music and where appropriate identify opportunities for incorporating credit-bearing Chinese courses in degree programmes
- To work with other CIS, schools, colleges as well as local communities, associations and business to promote the teaching of Chinese language and performance to facilitate mutual understanding between China and Britain
- To manage the staff and resources of the CI office, including archival records and a library of relevant teaching materials
- To advance the interest of Goldsmiths through an enhancement of its academic agenda, practice and research by facilitating relevant collaborative links, new programmes and cultural activities
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form	C = Certificate
I = Interview	R = Reference

T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Qualified to Degree Level	A,C
Desirable Criteria 1 - Qualifications	
Master's Degree in a discipline relevant to the role	A,C
Essential Criteria 2 - Experience	
Proven experience in communication and negotiation with Chinese partners and government departments	A,I,R
Experience of planning, managing and monitoring budgets	A,I,R
Desirable Criteria 2 - Experience	
Experience in managerial or administrative role in either HE or the creative industries	A,I,R
Experience in managing/leading a team	A,I,R
Essential Criteria 3 – Knowledge	
Knowledge of the HR sector and creative industries both in the UK and China	A,I,R
Understanding of cultural issues relating to the teaching of languages and performing arts in both countries	A,I
Essential Criteria 4 - Skills	
Fluency in spoken and written mandarin	A,I
Ability to manage projects, including the establishment of milestones and monitoring progress	A,I
Ability to take initiative and negotiate creatively within an agreed framework of responsibilities	A, I
Ability to communicate goals effectively and clearly	A,I
Desirable Criteria 4 - Skills	
Ability to create and build effective working relationships	A,I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact hr@gold.ac.uk

November, 2019

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.