



Tuairisgeul Obrach

Tìotal na dreuchd:	Oifigear Gàidhlig		
Roinn:	Dèanadas agus Planadh	Àite:	Àrainn sam bith aig UHI TIIG
Ìre:	NSUP26-29		
An urra ri:	Ceannard Dèanadas agus Planaidh		

Adhbhar

Chaidh an dreuchd ùr seo a chruthachadh gus dèanamh cinnteach gu bheilear a' libhrigeadh dealas OGE a Tuath, an Iar is Innse Gall a thaobh a bhith a' brosnachadh agus a' gleidheadh cànan is cultar na Gàidhlig taobh a-staigh coimhearsnachd na colaiste againn.

Tha co-theacsa na dreuchd seo mar phàirt de mhisean na colaiste mar ionad acair beòthail, in-ghabhalach agus beairteach gu cultarach, a tha a' comharrachadh na Gàidhlig aig cridhe ar colaiste agus nan coimhearsnachdan a tha sinn a' frithealadh anns na h-Eileanan an Iar agus sa Ghàidhealtachd.

Bidh an neach-dreuchd an urra ri bhith a' libhrigeadh gheallaidhean laghail na colaiste a tha air am mineachadh nar Ro-innleachd Ghàidhlig 2024 – 2029 agus sa Phlana Ghàidhlig (GLP) 2024 - 2029.

Tha an dreuchd seo a' toirt cothrom air leth buaidh shònraichte a thoirt air gleidheadh agus adhartachadh cànan is cultar na Gàidhlig taobh a-staigh co-theacsa foghlaim treas ìre, a' gabhail a-steach a bhith a' leasachadh agus a' cumail suas ceanglaichean ri Plana Gàidhlig UHI san fharsaingeachd.

Co-theacsa

- Tha feum aig an dreuchd air eadar-aghaidh cudromach taobh a-staigh rianachd curraicealaim agus sgiobaidhean curraicealaim agus bidh feum air obrachadh leis an sgioba eòlas oileanach, sgiobaidhean iomairt is conaltraidh agus luchd-ùidh cudromach.
- Feumaidh an dreuchd ìre àrd for-ghnìomhachd agus sgilean eagrachaidh làidir a bharrachd air comas conaltradh le luchd-obrach aig gach ìre cho math ri buidhnean eile bhon taobh a-muigh.
- Bidh cothrom aig an neach-dreuchd air fiosrachadh fìor dhìomhair agus mothachail agus mar sin feumaidh iad an dìomhaireachd seo a chumail agus thathar an dùil gun urrainn dhaibh dèiligeadh ri cùisean mothachail gu h-iomchaidh a' cleachdadh deagh bhreithneachadh.

Dleastanasan agus Uallaichean

Tha na dleastanasan agus na h-uallaichean a leanas ag amas air sealladh farsaing a thoirt air na diofar ghnìomhan a dh'fhaodadh iarraidh air an neach-dreuchd a bhith an sàs ann.

Bu chòir a thoirt fa-near nach e liosta iomlan de ghnìomhachd a th' ann an tuairisgeul obrach, agus dh'fhaodadh gun tèid iarraidh air luchd-obrach dleastanasan eile a choileanadh a tha co-chosmhail ri ìre na dreuchd. Faodar an tuairisgeul obrach atharrachadh cuideachd gus sùim a ghabhail de shuidheachaidhean a tha air atharrachadh, agus thèid co-chomhairle a chumail ri luchd-obrach nuair a bhios feum air.

Bidh an neach-dreuchd cunntachail airson:

- A bhith a' gabhail prìomh dhreuchd ann an leasachadh agus libhrigeadh nam prìomhachasan agus gnìomhan ro-innleachdail a tha sa GLP ann an co-obrachadh le sgioba curraicealaim na Gàidhlig, ag obair gu dlùth le prìomh chom-pàirtichean agus luchd-ùidh san fharsaingeachd.

- A bhith mar neach-tagraidh airson na Gàidhlig le luchd-obrach, oileanaich agus luchd-ùidh air prìomhachasan ro-innleachdail agus prìomh dhleastanasan Plana Gàidhlig na colaiste tro iomadh dòigh conaltraidh.

- Ag obair mar phrìomh neach-conaltraidh airson UHI A Tuath, An Iar is Innse Gall le luchd-ùidh iomchaidh bhon taobh a-muigh, a' gabhail a-steach UHI, Bòrd na Gàidhlig (BnG), ùghdarrasan ionadail, HIE, buidhnean riaghaltais eile agus buidhnean maoineachaidh.

- Ag aithris don Mhanaidsear Gèillidh agus Riaghladh Fiosrachaidh gus dèanamh cinnteach à coileanadh iomchaidh

- Dèanamh cinnteach gu bheil ceumannan riaghlaidh nan àite le aithris cunbhalach agus sgrùdadh coileanaidh.

- Ag aithris gu dìreach do Bhuidheann Buileachaidh a' Phlana Ghàidhlig

- Ag àrdachadh ìomhaigh cànan is cultar na Gàidhlig air feadh na colaiste, le bhith cruthachadh agus adhartachadh chothroman airson cleachdadh na Gàidhlig agus tachartasan ionnsachaidh

- Ann an co-obrachadh le sgioba curraicealaim na Gàidhlig, co-obrachadh le diofar roinnean, a' gabhail a-steach na roinnean Margaidheachd is Conaltraidh, Ionnsachadh is Leasachadh Buidhne, Iomairt is Com-pàirt agus HISA, gus a' Ghàidhlig fhisge a-steach do bheatha na colaiste thar gach àrainn agus ionad.

- Riochdachadh na colaiste aig diofar choinneamhan agus chomataidhean le luchd-ùidh a-staigh agus a-muigh

Coitcheann

- Cur gu for-ghnìomhach ris an leasachadh pearsanta aca fhèin agus taic a thoirt do sheasmhachd nas fharsainge de UHI a Tuath, an Iar agus Innse Gall;
- Cur ri amasan gnàth-shìde, bith-iomadachd agus seasmhachd UHI, a' gabhail a-steach neoni-lìn ro 2040;
- A' dèanamh cinnteach à cunbhalachd agus co-ionannachd fad na h-ùine agus a' dol an sàs gu for-ghnìomhach ann an luachan earbsa, ionracas agus sàr-mhathais UHI a Tuath, an Iar agus Innse Gall.
- Dèanamh cinnteach gu bheilear a' cumail ri riatanasan dìon dàta agus poileasaidhean na colaiste uile mar a dh'fheumar, a' gabhail a-steach uallach iomchaidh airson dèanamh cinnteach às an t-slàinte is sàbhailteachd aca fhèin agus daoine eile;
- Ag obair còmhla ri co-obraichean gus dèanamh cinnteach gum bi fòcas agus dòigh-obrach iomlan na colaiste ann

Slatan-tomhais	Riathanach	Ion-mhiannaichte
Teisteanasan	• Ceum no co-ionann ann an cuspair iomchaidh (a' gabhail a-steach co-theacsan foghlaim, gnìomhachais, coimhearsnachd no leasachadh buidhne) • Co-dhiù trì bliadhna de eòlas obrach ann an dreuchd iomchaidh, le uallach airson leasachadh agus libhrigeadh phrògraman no seirbheisean iomchaidh	• Teisteanas for-cheum ann an raon iomchaidh
Sgilean agus Comasan Sònraichte	• Neach-labhairt fileanta sa Ghàidhlig le sàr sgilean sgrìobhte agus labhairteach ann an Gàidhlig agus Beurla • Tuigse làidir air cultar na Gàidhlig agus cho cudromach 's a tha e ann an dualchas na h-Alba • Faireachdainn agus mothachadh cultarach de na cultaran, cànan is dualchas eadar-mheasgaichte ann an co-theacsa na Gàidhealtachd • Comharrachadh eud airson a bhith a' gleidheadh cànan agus ag àrdachadh cultair	
Sgilean agus Comasan Coitcheann	• Sgilean làidir tòiseachaidh pròiseict, stiùireadh agus eagrachadh • Comas ann an innealan conaltraidh didseatach agus àrd-ùrlaran meadhanan sòisealta • Comas conaltradh agus dol an sàs èifeachdach a dhèanamh le raon de luchd-èisteachd eadar-dhealaichte, a' gabhail a-steach sàr sgilean taisbeanaidh agus labhairt poblach • Sgilean conaltraidh sgrìobhte làidir, a' gabhail a-steach aithris fhoirmeil • Comas prògraman ionnsachaidh agus/nò tachartasan a leasachadh agus a libhrigeadh • Eòlas air stiùireadh buidseit • Comasan lìonraidh làidir agus togail dhàimhean	• Ag obair san roinn phoblach • Ag ullachadh tagraidhean maoineachaidh • Eòlas margaidheachd is sanasachd airson a bhith ag obair le sgioba taobh a-staigh na colaiste

	• Comas a bhith ag obair gu h-èifeachdach air an ceann fhèin agus mar phàirt de sgioba • Comas a bhith ag obair gu sùbailte agus gabhail ri prìomhachasan a tha ag atharrachadh	
Feartan Pearsanta	• Pearsa adhartach is càirdeil • Sùbailteachd gus cinn-latha a choileanadh • Fèin-bhrosnaichte • Comasach obrachadh gu math taobh a-staigh sgioba • Dòigh-obrach socair agus foirfe • Dìomhaireachd	
Eile	• Cead dràibhidh glan • A bhith deònach uairean sùbailte obrachadh nuair a bhios feum air gus coinneachadh ri riathanasan na dreuchd • A bhith deònach siubhal gu cunbhalach air gnothachas na colaiste, eadar ionadan UHI, a rèir dleastanasan na dreuchd • A bhith cunntachail airson do shlàinte is do shàbhailteachd fhèin agus an àrainneachd obrach shàbhailte agad • Dealas taic a thoirt do choileanadh amasan Poileasaidh agus Ro-innleachd Seasmhachd UHI 2023-30	

PRÌOMH CHOMHARRAN AGUS CO-DHÙNAIDHEAN FASTAIDHEACHD

Uairean obrach	Tha an dreuchd seo airson 35 uairean san t-seachdain, ach dh'fhaodadh gun tèid iarraidh ort uairean a bharrachd obrachadh gus coinneachadh ri riatanasan seirbheis. Is e an t-seachdain obrach làn-ùine àbhaisteach 35 uairean.
Fad	Is e dreuchd làn-ùine a tha seo
Tuarastal	Tha an tuarastal airson na dreuchd seo air Puing Sgèile Taic NSUP26-29, £35,039 - £37,849, agus DIA ma tha sin iomchaidh £2,742 gach bliadhna.
Saor-làithean	33 latha ann am bliadhna slàn agus 12 saor-làithean poblach/coitcheann
Àite	Faodaidh an dreuchd a bhith stèidhichte aig àrainn sam bith againn aig UHI a Tuath, an Iar is Innse Gall, ach dh'fhaodadh gum feum thu a bhith ag obair ann an ceàrnaidhean eile de UHI a Tuath, an Iar is Innse Gall.
Peinnsean	Bidh thu air do chlàradh le cùmhnant ann an Sgeama Peinnsein an Riaghaltais Ionadail. Gheibhear tuilleadh fiosrachaidh nuair a thèid suidheachadh a dhèanamh
Reifreans / Measadh Meidigeach / Sgrùdadh PVG	Airson tagraichean bhon taobh a-muigh bidh fastadh an urra ri teisteanasan agus sgrùdadh PVG, a thèid a ghabhail às dèidh tairgse a bhith air a dhèanamh. Tha OGE a Tuath, an Iar is Innse Gall, na fhastaiche co-ionannachd chothroman, na charthannas clàraichte a tha ann gus foghlam Adhartach is Àrd-ìre a sholarachadh.

Job Description

Job Title:	Gaelic Officer		
Department:	Performance and Planning	Location:	Preferably Islands Based
Grade:	NSUP26-29		
Report To:	Head of Performance and Planning		

Job Purpose:

This new post has been created to ensure the delivery of UHI North, West and Hebrides' commitment to promoting and preserving Gaelic language and culture within our college community.

The context for this role is part of the college's mission as a vibrant, inclusive, and culturally rich anchor institution, which celebrates Gaelic at the heart of our college and the communities we serve in the Outer Hebrides and the Highlands.

The post holder will be responsible for delivery of the college's legally binding commitments set out within our Gaelic Strategy 2024 – 2029 and Gaelic Language Plan (GLP) 2024 - 2029.

This role offers a unique opportunity to make a significant impact on the preservation and promotion of Gaelic language and culture within a tertiary education context, including developing and maintaining links to the wider Gaelic Language Plan for UHI.

Context

- The post requires significant interface within curriculum management and curriculum teams and will require working with the student experience team, enterprise and engagement teams and important stakeholders.
- The role requires a high level of proactivity and strong organisational skills as well as an ability to engage with staff at all levels as well as other external bodies
- The post holder will have access to highly confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement

Key Accountabilities

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the

level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Taking a lead role in the development and delivery of the strategic priorities and actions contained in the GLP in collaboration with the Gaelic curriculum team, working closely with key partners and wider stakeholders.
- To be an advocate for the Gaelic language with staff, students and stakeholders on the college's Gaelic Language Plan (GLP) strategic priorities and core commitments through multiple communication channels.
- Acting as a key contact for UHI A Tuath, An Iar is Innse Gall with relevant external stakeholders, including UHI, Bòrd na Gàidhlig (BnG), local authorities, HIE, other government agencies and funding bodies.
- Reporting to the Compliance and Information Governance Manager to ensure appropriate performance
- Ensuring management measures are in place with regular reporting and monitoring of performance.
- Reporting directly to the Gaelic Language Plan Implementation Group
- Raising the profile of Gaelic language and culture across the college, by creating and promoting opportunities for Gaelic language use and learning events
- In collaboration with the Gaelic curriculum team, liaise with various departments, including the Marketing and Communications, Organisational Learning and Development, Enterprise and Engagement departments and HISA, to integrate Gaelic into college life across all campuses and centres
- Represent the college at various meetings and committees with internal and external stakeholders

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations

- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	Degree or equivalent in a relevant discipline (including education, business, community or organisational development contexts) Minimum of three years' work experience in a relevant role, with responsibility for development and delivery of relevant programmes or services	Post-graduate qualification in a relevant field
Experience	A fluent Gaelic speaker with excellent written and verbal skills in Gaelic and English Strong understanding of Gaelic culture and its importance in Scottish heritage Cultural sensitivity and awareness of the diverse cultures, languages and heritage within the context of the Highlands and Islands Demonstrable passion for language preservation and cultural promotion	
Knowledge & Skills	Strong project initiation, management and organisational skills Proficiency in digital communication tools and social media platforms Ability to effectively communicate and engage with a range of different audiences, including excellent presentation and public speaking skills Strong written communication skills, including formal reporting Ability to develop and deliver programmes of learning and/or events Budget management experience Strong networking and relationship-building capabilities Ability to work effectively independently and as part of a team Ability to work flexibly and adapt to changing priorities	Working in the public sector Preparing funding bids Marketing and advertising experience for working with the internal college team

Personal Qualities*	• Positive and outgoing personality • Flexibility to meet deadlines • Self-motivated • Can work well within a team • Calm and mature approach • Confidentiality • Ability to act as ambassador for the College in high level external contexts • Also: see personal attributes framework	
Other	• Commitment and ability to undertake and/or continue professional development in a relevant discipline • Clean driving licence • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks	

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a full-time, permanent post.
Salary	The salary for this post is on Support Scale Point 26-29, (£35,039 - £37,849 per annum) plus Islands Allowance if based at Stornoway
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will preferably be Islands based but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

