

Job Description & Person Specification

Last updated: 27 February 2020

JOB DESCRIPTION

Post title:	Vice-President (International)		
School/Department:	Office of the President and Vice-Chancellor		
Faculty:	n/a		
Career pathway:	ERE	Level:	7
*ERE category:	Balanced portfolio		
Posts responsible to:	President and Vice-Chancellor		
Posts responsible for:	Associate Vice-Presidents		
Post base:	Office-based		

Job purpose
The Vice-President (International) is responsible for developing, coordinating and driving the University strategy and reputation internationally and at home. Deputising or acting for the President and Vice-Chancellor overseas as appropriate, this role will chair international committees, providing leadership to developing engagement regionally, nationally and internationally with all forms of stakeholders/partners who could benefit the University.

Key accountabilities/primary responsibilities	% Time
1. Develop, coordinate and drive the international aspects of the University's strategy together with chairing the international committee.	15 %
2. Identify, nurture and advance key strategic partnerships with major stakeholder groups to include international universities, government, industry, alumni, donors and other organisations that would have a positive impact on the University reputation and opportunity.	15 %
3. Increase the University's profile and influence nationally and internationally, developing long-term sustainable networks and collaborations.	10 %
4. Contribute to the engagement with governments, businesses, and the media to increase the University's influence and reputation.	10 %
5. Provide leadership in developing, influencing and advocating University and government policy in relation to international students and collaborations.	10 %

Key accountabilities/primary responsibilities		% Time
6.	Formulate and oversee the delivery of strategies that support the University's reputation by providing strong links to key stakeholders and harder to reach communities.	10 %
7.	Work with the Vice-President (Education) and International Office, to grow and diversify our global engagement and promote and enhance our credentials as a welcoming environment for international students.	10 %
8.	Work across the University to support and promote initiatives to integrate international students into the broader student population.	5 %
9.	Oversee the development of mutually beneficial, lifelong relationships with our alumni.	5 %
10.	Lead on the renewal and growth of our local community to create value for the university including civic leadership, contributing and leading culturally, socially, intellectually and economically.	5 %
11.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>Internal: President and Vice-Chancellor, Vice-President and Deans.</p> <p>External: Key strategic partners internationally, including leading international universities, governments, key industrial partners, alumni, donors and other organisations that would have positive impact on the University's reputation internationally.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Higher degree, PhD or professional doctorate</p> <p>Record of providing strategic direction and maximising performance in a large, complex organisation</p> <p>Experience of forging and negotiating strategic partnerships, alliances and relationships.</p> <p>Record of representing and championing an organisation, or a significant part of one, raising its profile and increasing its impact and influence.</p> <p>Demonstrate a highly developed understanding of international relations, geopolitical, economic and legal issues and trends.</p>	Ability to speak two or more languages would be advantageous	Application/Interview

	Ability to monitor and evaluate progress and return on investment.		
Planning and organising	<p>Translates strategic vision into reality, designing frameworks to turn plans into actions.</p> <p>Defines goals and priorities, delegating appropriately and holding people to account.</p> <p>Thinks and operates at a strategic level to maximise opportunities, articulating and pursuing a long-term vision while meeting daily demands.</p> <p>Champions organisational strategic objectives, brokering high-level negotiations involving multicultural participants and stakeholders.</p> <p>Record of achieving performance targets and leading others to meet their performance targets.</p> <p>Acts as an ambassador, promoting and positioning the organisation on a global stage</p>		Application/Interview
Problem solving and initiative	<p>Thinks analytically and creatively, scanning the international and home horizon to solve complex strategic and organisational problems.</p> <p>Identifies risks and options, developing strategies to manage and mitigate them.</p> <p>Analyses complex data/information easily to inform decisions and make judgements.</p> <p>Responds to change positively, demonstrating agility and flexibility particularly when problem solving.</p> <p>Confidence and courage to take on challenges; own and implement difficult decisions and be accountable for actions.</p>		Application/Interview
Management and teamwork	Inspires diverse teams, empowering and supporting people, managing through influence as well as through executive authority.		Application/Interview

	<p>Actively encourages multidisciplinary and cross-functional working to achieve shared objectives.</p> <p>Highly collaborative approach with commitment to delivering university goals.</p> <p>Inspires a culture that shares credit for success and failure, rewards initiative, encourages risk-taking and cultivates a climate of shared decision-making.</p> <p>Organisationally sensitive with a genuine interest in people and relationships at all levels.</p> <p>Personal commitment to excellence, widening participation, diversity and inclusion.</p>		
Communicating and influencing	<p>Articulates ideas and messages with clarity and consistency in a variety of ways to diverse audiences.</p> <p>Builds strong relationships and support for initiatives, working collaboratively to align activity and resources to deliver strategic objectives.</p> <p>Cultivates strong networks and builds links with the wider community, business, industry and other stakeholders and donors.</p> <p>Achieves results through persuasion and negotiation where no direct authority exists.</p>		Application/Interview
Other skills and behaviours	<p>Intellectual capacity, stamina and agility to deal with a broad span of duties, to gain the respect of a wide range of people and to balance internal and external demands.</p> <p>Personal presence to project and inspire confidence.</p> <p>Self-starter with an aptitude to drive the agenda forward.</p> <p>Diplomacy, tact and discretion</p> <p>Resilience and energy to cope with the demands of high levels</p>		Application/Interview

	<p>of international travel and engagement.</p> <p>High level of emotional intelligence with excellent judgement.</p> <p>International mind set and cultural understanding.</p> <p>Instinctive understanding of what constitutes excellence and what it takes to achieve and sustain it with a determination constantly to seek improvement.</p> <p>Alignment with the University's values of excellence, creativity, integrity and community.</p>		
Special requirements	This role will involve substantial international travel and engagement with stakeholders and partners		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			