

## Job Description

<b>Job title:</b>	<b>Director of International Relations</b>
<b>Department/School:</b>	<b>International Relations Office</b>
<b>Grade:</b>	<b>Grade 9</b>
<b>Location:</b>	<b>University of Bath premises</b>

### Job purpose

To be responsible for the implementation of the University's Internationalisation Strategy in conjunction with senior partners in the organisation; influencing senior academic and professional service leaders and other staff to drive internationalisation across the university and ensuring ownership of internationalisation by a broad range of staff.

To provide the strategic leadership and operational management of the International Relations Office to enable it to realise the delivery of the University's Internationalisation Strategy.

The post holder is responsible for the management of all staff within the International Relations Office ensuring they are a high-performing team providing advice, expertise, information, good practice and effective delivery and coordination of the University of Bath's internationalisation activities, particularly in the areas of partnership development and mobility.

To provide strategic advice and high quality intelligence in relation to internationalisation to the Pro-Vice-Chancellor (Internationalisation & Doctoral) and the Associate Deans (Internationalisation) and through them to the University's Senior Management Team, including the Vice Chancellor and Faculty / School Executive teams.

### Source and nature of management provided

Pro-Vice-Chancellor (Internationalisation & Doctoral)

### Staff management responsibility

Staff management responsibility for all staff within the IRO through the direct line management of:

- International Partnerships Manager
- International Mobility Manager
- International Relations Office Administrator
- Shared responsibility for posts transferring from the Doctoral College (e.g. the International Communications Manager)

**Special conditions**

The postholder will be required to work overseas on a frequent basis as part of their role.

**Main duties and responsibilities**

<b>1</b>	Working closely with the Pro-Vice-Chancellor (Internationalisation & Doctoral), to be responsible for the implementation of the University's Internationalisation Strategy in conjunction with senior partners in the organisation (such as the Academic Director of PGT Recruitment & Admissions, the Director of Student Recruitment & Admissions and the Academic Director of the Doctoral College); influencing senior academic and professional service leaders and other staff to take ownership of internationalisation; to create the networks, profiles, systems and processes that enable a focus on internationalisation; to monitor and evaluate the implementation of internationalisation across the University and particular with the University's partners abroad.
<b>2</b>	To promote the development of the University of Bath's international profile, reputation and partnerships through effective relationship management, research, analysis and use of marketing and communication tools.
<b>3</b>	To lead, manage and promote the International Relations Office, developing a high-performance culture that delivers consistent, high quality outcomes defined by the Internationalisation Strategy.
<b>4</b>	To align the IRO's work, systems and processes to the delivery of the strategy and ensure the alignment of strategic priorities and operational activities with the Doctoral College. To ensure that the IRO functions as a central hub of expertise, information and good practice that delivers the University's internationalisation activities, particularly in the areas of partnership development and mobility.
<b>5</b>	To inspire, develop and manage IRO staff both individually and as a cohesive team, building their capability, expertise and effective behaviours to meet the University's needs and their ability to promote partnership with internal and external stakeholders.
<b>6</b>	To ensure the IRO is well managed, including developing the department's submission to the University financial planning process, developing and implementing an operational plan, managing budgets, ensuring compliance with financial, institutional and regulatory requirements, promoting equality and diversity and managing health and safety.
<b>7</b>	To provide creative thought-leadership to drive the Internationalisation Strategy forward, and over time refresh it, ensuring that University provision is informed by regular benchmarking, external engagement and innovative approaches to service delivery.
<b>8</b>	To identify and implement improvements to streamline working processes and introduce efficiencies.
<b>9</b>	To be responsible for the delivery of high quality advice and intelligence, reports and briefings to the Pro Vice Chancellor (International and Doctoral) and other members of senior management, including the Vice Chancellor

<b>10</b>	To horizon-scan, keeping abreast of relevant national and international policy developments and good practice in international higher education in order to inform developments at the University, liaising with external agencies and partner organisations as appropriate.
<b>11</b>	To work collaboratively and effectively with other Professional Services and Faculties/School of Management to ensure coordination of international activities and pro-actively champion internationalisation at the University
<b>12</b>	To continually monitor and evaluate international partnership and mobility activity and processes in order to support strategic decision making and ensure all activities are adding value and contributing to the University's international mission; keep accurate and up to date records of International Relations Office activity
<b>13</b>	To represent the University nationally and internationally, deputising for the Pro Vice Chancellor International and Doctoral where appropriate
<b>14</b>	To ensure all related resources are used effectively and in the interests of the University
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

## Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Degree	X	
Higher degree/Management qualification		X

Criteria: Knowledge and Experience	Essential	Desirable
A track record of leading the successful delivery of internationalisation and partnerships, ideally in a higher education institution	X	
Significant evidence of positively leading change; able to champion change initiatives and inspire others	X	
Experience of successfully shaping and delivering strategic interventions in a collaborative environment, with multiple stakeholders	X	
Significant leadership experience in higher education	X	
Experience of effective staff, project and service leadership and management: sound planning abilities, setting and adhering to clear standards and expectations, facilitating projects and services, effective project and service monitoring and enhancement, reflecting inadequacies quickly and sensitively to colleagues and monitoring performance or progress subsequently	X	
Extensive knowledge of policy, issues and challenges pertinent to international higher education and partnership development	X	
Experience of providing advice and intelligence in higher education and producing high quality reports and briefing materials	X	
Experience of establishing and managing effective relationships with internal and external stakeholders	X	
Experience of setting and managing budgets	X	
Experience of maintaining a safe working environment and complying with relevant health and safety legislation		X
Experience of living, working or studying overseas		X

Criteria: Skills and Aptitudes	Essential	Desirable
Strategic vision and acumen, able to inspire and motivate others, and the operational capability to realise that vision	X	
Excellent interpersonal and relationship-building skills and ability to work with tact and diplomacy in dealing with a range of people at all levels	X	
Ability to communicate (written and verbal) effectively and confidently with a wide variety of stakeholders	X	
Excellent analytical and problem solving skills with sound decision making	X	
Highly developed influencing skills	X	
A collaborative and empowering approach to work	X	
Ability to lead, motivate and develop a high-performing team including supporting staff through change and nurturing and developing talent	X	
Self-starter, able to anticipate problems that may arise and use initiative to deal with issues	X	
A commitment to high standards of stakeholder engagement, communication and customer service	X	
Excellent IT skills and the ability to use standard IT packages, particularly databases, and University specific IT systems where appropriate	X	
Ability to be flexible in approach and comfortable with ambiguity	X	
Enthusiasm and commitment to internationalisation	X	
Understanding of and sensitivity to cultural issues	X	
Ability and willingness to travel	X	
Proficiency in one or more foreign languages		X

## Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

### **Finding innovative solutions:**

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

### **Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

### **Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

### **Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.