



UNIVERSITY OF
BATH

Interim Director International Relations 12 Months

Candidate Pack



Interim Director International Relations

12 Months

Job purpose

The Interim Director – International Relations will provide senior leadership to the International Relations Team as we embark on a fresh stage of the University's development of its international activities through the arrival of our new Vice Chancellor in August 2024.

The post holder will have expertise in the development and implementation of international strategies in higher education and will work with senior academic and professional service leaders to understand better our institutional requirements and start to build the information necessary for the University to develop a new Internationalisation Strategy.

The role will provide operational leadership to a highly experienced team to support its members and ensure effective delivery of the internationalisation activities, particularly across the areas of international collaboration, global opportunities, rankings, and transnational education.

The role will report to the Director of Education and Student Services and be part of that overall team, but will work very closely with the PVC Education and Global who carries institutional strategic leadership for global activities and VP External Relations with responsibility for International rankings, marketing and communications.

Staff Management and Responsibility

Staff management responsibility for all staff within the International Relations Office through the direct line management of:

- International Partnerships Manager (Teaching & Learning)
- International Partnerships Manager (Research)
- International Rankings Project Officer
- International Ministry and Sponsor Liaison
- International Mobility Officer
- International Relations Office Administrator



About the University of Bath

Over the past fifty years, the University of Bath has evolved into an institution recognised worldwide, hosting over 19,000 students from 147 nations. Our commitment is to provide students with a comprehensive education, which includes: superior teaching led by research-driven academics; mandatory placements in our undergraduate programmes to enhance job readiness; an expansive and increasing selection of postgraduate studies; and extracurricular activities, highlighted by our award-winning sports facilities. The outcome is a highly engaged student population, distinguished by their quality, achievements, and high levels of satisfaction.

We foster a collaborative learning environment where students and faculty work closely in both educational and research endeavours. This collaboration often proves transformative for students and extends its benefits beyond the university, enhancing both local and global understanding. Our faculty work across both traditional and novel disciplines, ensuring our research delivers practical, socially and economically beneficial outcomes. Continued investment in new facilities and staff is key to amplifying our research impact.

The University makes a significant positive impact on the community and local economy, contributing approximately £380 million in Gross Value Added (GVA) to Bath and North East Somerset, and £1.2 billion to the UK economy. We maintain close ties with industry leaders and niche companies alike, and our Innovation Centre is pivotal in nurturing new enterprises.

We pride ourselves on being a dynamic community, embracing intellectual, cultural, sporting, and social pursuits. We are dedicated to leveraging our knowledge and capabilities to address real-world challenges. From its inception, the University was envisioned to stand out through its innovation and inclusivity. Our compact campus fosters a strong sense of community, reinforcing our dedication to collegiality. Our vibrant international alumni network extends our reach globally. By partnering with national and international, industrial, and social entities, we create a space where the social sciences, humanities, arts, engineering, and science converge for the greater good of the global community.



¹Ten of our subjects are ranked in the top five.
²Nine of our subjects are ranked in the top five.
³For the overall assessment and the two underpinning assessments of student outcomes and student experience.
⁴We're ranked 4th in the Complete University Guide 2024, 5th in the Times and The Sunday Times Good University Guide 2024, and 5th in the Guardian University Guide 2024.



Main Duties and Responsibilities

The University of Bath is dedicated to fostering a diverse, inclusive, and supportive environment for all. We believe in empowering our staff through continuous professional development, encouraging growth, and embracing diversity at all levels.

Thought leadership and strategic development in the international policy space

- To work alongside academic and professional services colleagues to understand better our institutional requirements and start to build the information necessary for the University to develop a new Internationalisation Strategy.
- To provide creative thought-leadership to develop and drive the internationalisation thinking forward, ensuring that University provision is informed by regular benchmarking, external engagement, and innovative approaches to service delivery.
- To work with PVC Education and Global and VP External relations to support the promotion of the University of Bath's international profile, reputation and partnerships through effective relationship management, research, analysis and use of marketing and communication tools.
- To identify and implement improvements to streamline working processes within the team and across the institution to ensure effective processes and ways of working are in place.
- To undertake thorough risk assessments, manage and mitigate institutional risk to international developments and activities across the institution.
- To be responsible for the delivery of high-quality advice and intelligence, reports, and briefings to senior management, including the Vice Chancellor and other senior leaders.

Leadership, management and development of the work of the IRO

- To lead, manage and promote the work of the International Relations Office (IRO)
- To develop a high-performance culture that delivers consistent, high-quality outcomes which are both flexible and efficient
- To ensure that the IRO functions as a central hub of expertise, information and good practice that delivers the University's internationalisation activities
- To align the IRO's work, systems and processes with the delivery of the strategy and ensure the alignment of strategic priorities and operational activities with senior partners and Faculty/School of Management
- 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, and ensuring compliance with financial, institutional and regulatory requirements
- 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 international collaboration with internal and external stakeholders
- To foster a culture of innovation and continuous improvement that encourages, engages and supports a high level of professional development and personal responsibility, ensuring that the IRO contributes to successful outcomes for students and the University

Liaison and Representation

- To work collaboratively and effectively with other Professional Services and Faculties/School of Management to direct, inspire, motivate, engage and challenge whilst ensuring the coordination of international activities
- To ensure that international issues are championed and fully engaged with at senior University committees
- To work with others to deliver services which develop the international capability of the University whilst continuing to provide high-quality and empowering leadership operating within a culture of care, inclusivity and wellbeing
- To horizon-scan, keeping abreast of relevant national and international policy developments, providing a timely and accurate response to external international policy developments
- To represent the University on national and international external groups and boards, engaging effectively in appropriate external networks, partner organisations and maintaining effective relationships

General

- To represent the University nationally and internationally where appropriate
- To engage with and understand University-driven projects, the inputs required and the impact on the teams you lead
- To ensure all related resources are used effectively and in the interests of the University
- 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

Interim Director International Relations (12 Months)

Person Specification

Qualifications	Essential	Desireable
Be degree-qualified, or have equivalent experience to be able to operate successfully in an academic environment	<input checked="" type="checkbox"/>	
Higher degree or demonstrate evidence of continuous professional development	<input checked="" type="checkbox"/>	
Knowledge and Experience	Essential	Desireable
Demonstrable leadership, strategic development/management and successful delivery of internationalisation gained at a senior level within higher education	<input checked="" type="checkbox"/>	
Significant evidence of positively leading change and providing inspirational leadership to others	<input checked="" type="checkbox"/>	
Experience of successfully shaping and delivering strategic interventions in a collaborative environment, with multiple stakeholders	<input checked="" type="checkbox"/>	
Expertise and experience of managing and co-ordinating the work of high-performance teams in a fast moving and changing HE environment	<input checked="" type="checkbox"/>	
Proven ability to manage complex budgets and resources, to identify income streams from different sources, and to maximise the use of resources	<input checked="" type="checkbox"/>	
Extensive knowledge of policy, issues and challenges pertinent to international higher education whilst producing market intelligence and briefing materials	<input checked="" type="checkbox"/>	
Experience of establishing and managing effective relationships with internal and external stakeholders	<input checked="" type="checkbox"/>	
Experience of living, working or studying overseas	<input checked="" type="checkbox"/>	
Skills and Competencies	Essential	Desireable
Inspirational and serving leadership style, with empowering management skills, including a commitment to inclusivity, high performance and continuous improvement	<input checked="" type="checkbox"/>	
Working across numerous disciplines in a higher education setting and external environment. Demonstrating excellent interpersonal skills and an ability to work with tact and diplomacy when dealing with a range of people at all levels	<input checked="" type="checkbox"/>	
Strategic vision and acumen, able to inspire and motivate others, and the operational capability to realise that vision	<input checked="" type="checkbox"/>	
Ability to lead, motivate and develop a high-performing team including supporting staff through change and nurturing and developing talent	<input checked="" type="checkbox"/>	
Excellent written and oral communication skills, including the ability to craft complex messages for diverse stakeholders	<input checked="" type="checkbox"/>	
A level of comfort with using, developing, interpreting and presenting data as part of an information-led approach to decision making	<input checked="" type="checkbox"/>	
Understanding of and sensitivity to cultural issues	<input checked="" type="checkbox"/>	
Ability and willingness to travel	<input checked="" type="checkbox"/>	
Proficiency in one or more foreign languages	<input checked="" type="checkbox"/>	

Application process



How to apply

Please get in touch with Aswin or Francis via the details below for more information or follow the QR code below to apply.



<https://www.bath.ac.uk/jobs/CC11639>

Contact information

Please get in touch with us if you would like more information.



Francis Ondoro

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Aswin Satheesh

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What to expect

We want your experience to be as seamless as possible. Here's a quick summary of what to expect during the process.



Initial Conversation with the Talent Acquisition Team

Our initial conversation is a pivotal step, offering you the chance to gain insights and ask questions about the role and our culture. We encourage open dialogue to ensure a mutual understanding from the outset.

Invitation to Submit Application

Upon receiving your invitation to apply through our secure job portal, we welcome any inquiries you may have regarding the application process or the information required, ensuring clarity and confidence as you proceed.

Notification of Shortlisting and Feedback

Should your application be shortlisted, we will not only inform you promptly but also provide constructive feedback. We invite your questions at this stage to foster a transparent and informative process.

Arrangements Confirmed for on-site Interview

Prior to your first interview, we ensure all details are confirmed and communicated, providing an opportunity for you to seek any clarifications or ask additional questions to fully prepare for our discussion.

On-site Interview (27th September 2024 - Tentative)

The on-site interview will be split into two parts. A standard interview and a presentation.

Feedback

We aim to have feedback following your on-site interview within a maximum of seven working days.

Verbal offer

Upon extending a verbal offer, we open the floor for any questions or discussions regarding the specifics of the offer, the role, and the next steps, ensuring you have all the information needed to make an informed decision.

Formal/Written Offer

With the issuance of a formal written offer, we encourage you to review and reach out with any questions or for clarifications on any aspect. Our goal is to ensure your complete understanding and comfort with the terms presented.

Offer Accepted

Following the acceptance of the offer, we reiterate our commitment to ongoing support and dialogue. As you transition into your new role, we are here to assist, listen, and address any questions that arise.

Continued Support

Our support extends beyond the recruitment process. We are dedicated to fostering an environment of open communication, offering guidance and answers to your questions as you integrate into our team and culture.