

1 Advertisement

Post Title: Associate Director of Global Engagement

School/department: Division of Communications, Marketing and Advancement

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Fixed term (maternity cover)

Reference: 20129

Salary: start from £54,421 to £63,059 per annum, pro rata if part time, depending on experience

Placed On: 12 April 2023

Closing date: 20 April 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: 28th June 2023

This vacancy is only open to those currently employed by the University.

The University of Sussex is an institution with international in its DNA. As the world's leading university in Development Studies, we take the collective challenges of humanity seriously. We're right behind supporting sustainable business ideas, bringing the arts and sciences together, and developing innovative technologies. Sustainability is at the heart of what we do. It's a truly exciting environment to be part of. On our green campus – located in a National Park and just minutes from the buzz of Brighton and within an hour from London – you'll have the opportunity to oversee our dynamic internationalisation strategy.

We are seeking to appoint an interim Associate Director of Global Engagement to lead the University's successful Global Engagement team and continue to build our Global reputation. The role represents an exciting opportunity for the right person to help build on and deliver our ambitious and values driven Internationalisation strategy through to 2025.

As you can read in our [Global Engagement Review](#), over the last few years we have grown our international footprint across the world. Our new large-scale partnerships in China is one such example, and we have expanded our research impact through our exceptional research centres working with partners in Latin America, Europe, Asia and Africa.

The successful candidate will lead on our Global Engagement strategy and be responsible for Global Partnership development and outreach work, our Trans National Education partnerships, our student mobility strategy and our Internationalisation at Home strategy. The post-holder will also play a key role in growing and communicating our reputation globally.

Key responsibilities will include working to support the Divisional Director in reviewing our current operation and supporting the Director to embed a Global approach in all that we do; overseeing our Joint Institute in China and exploring additional opportunities for Trans-National Education delivery; further developing our Global hubs, overseeing our wide ranging strategic partnerships; shaping our Internationalisation at Home strategy for current students and further enhancing our approach to Collaborative Online Learning.

The role will oversee the:

- management of the Global Mobility team which supports inbound and outbound student mobility (including Erasmus) and for the implementation of key elements of the Turing scheme.
- further development of the University's international partnerships strategy, building further on the ambition to develop a broad range of strategic international partnerships with leading institutions across the world.
- oversee our Internationalisation at Home strategy.
- further enhancement of the University's global reputation.

The successful candidate will have significant experience of:

- Leading innovative and values driven campaigns in a global higher education context;
- New business development;
- Leading a successful team within an international environment and creative responses to delivering student and staff mobility at scale;
- Developing and delivering stand out partnership working across borders;
- Successfully managing and implementing large scale Trans National Education partnerships.

Based within the Division of Communications, Marketing and Advancement the post- holder will be a member of the Divisional leadership team, supporting the Director. The post-holder will work closely with the Director of Student Recruitment, Admissions and International Development and (interim) University Executive lead on International until a new Pro-Vice-Chancellor Civic and Global Engagement is appointed in Autumn 2023, to implement the objectives set out in the University's Internationalisation strategy.

The post is offered on a full-time, basis for a period of 1 year to cover maternity leave.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

Job Description for the post of Associate Director of Global Engagement

Department	Global Engagement
Division	Communications, Marketing and Advancement
Location	Bramber building, University of Sussex campus
Grade	9
Responsible to	Director of Student Recruitment, Admissions and International Development
Responsible for:	Global Mobility team and Global Partnerships team (Global Engagement) and Global Programmes team

Purpose of the post:

The post holder will:

- Maintain a strategic overview of the University's Global mobility and international partnerships strategies and support the University meet its strategic goals, in particular with regard to the development, co-ordination and implementation of the University's study abroad and international partnership activities.
- Lead, organise, shape and direct the work of the Global Engagement office, comprised of the Global mobility, Global Partnerships and Global Programmes teams. Support the Head of Global Programmes and ensure that there is close working and synergy with the Global Programmes team (delivering Summer School and similar programmes year around).
- Support the Director of the Division, Director of Student Recruitment, Admissions and International Development and other senior colleagues and work closely with the University executive lead on international to develop and ensure appropriate working partnerships are in place with colleagues, students, and external stakeholders, which are conducive to the effective realisation of the University's strategic aspirations in relation to student recruitment, student mobility and global engagement.
- Be expected to undertake regular international travel.
- Be a key member of the Division of Communications, Marketing and Advancement leadership team

Key Working relationships:

Director of Communications, Marketing and Advancement, Director of Student Recruitment, Admissions and International Development, University Executive lead on International, Head of International Office, Deans and Heads of School, School based Directors of Recruitment and Admissions, Professional Services staff including the Head of Academic Services.

Main Duties

Line management

The post holder will be expected to:

1. Provide oversight of the Global Partnerships team and Global Mobility teams (5 and 5 staff respectively) and Global Programmes (3 staff). The Head of Global Engagement will have specific responsibility for line managing the Head of Global Partnerships, the Head of Global Mobility who oversees incoming and outgoing student exchange and the Head of Global Programmes who oversees our Summer programmes and other fee paying short courses. This will involve directing their activities, helping to manage their workloads, and taking responsibility for their training and development.
2. Be responsible for budgets of in the region of £750k +, including responsibility for setting the Global Partnerships budget and Global Mobility budget and Turing scheme budget, in conjunction with direct reports, monitoring against predicted

spend and providing quarterly updates to the Director of Student Recruitment, Admissions and International Development.

3. Ensure an appropriate health and safety framework for Global Engagement staff.

Further develop and implement the institutional Global Mobility strategy

4. Work with the Head of Global Mobility and team to oversee the further development and implementation of the Global Mobility strategy (delivering a stand-out student mobility offer and implementing the University's COIL and Internationalisation at Home projects) for the duration of the University strategic plan through to 2025.
5. Provide advice and guidance to University colleagues, including Professional Services /Academic Faculty and School Managers on key issues concerning the University's international mobility strategy.
6. Provide effective, regular and timely business and management information for Schools and Professional services on mobility matters and ensure completion of University returns such as Erasmus + and Turing in a timely manner.
7. Support colleagues in establishing and maintaining the University's global reputation and profile internationally on issues relating to international partnership development and student mobility, benchmarking and contributing to the development of KPI's so that the University can be seen as a leader exemplifying best practice in the field.
8. Direct the work of the Head of Global Mobility and provide line management support so that objectives are met and the team operates efficiently and effectively. Oversee the expansion of visiting fee-paying students through implementation of our existing strategy, ensuring join up with our Global Programmes work.
9. Review the approach to developing student mobility partners to ensure good practice continues to be followed, including reviewing study abroad partner agreements to ensure that they are fit for purpose and any changes to circumstance are taken into account (e.g following Brexit agreements need to be reviewed and renewed).
10. Oversee the work of the Head of Global Mobility in monitoring mobility partnerships to ensure equilibrium and to ensure that partnerships are effective, maintaining important relationships and developing new relationships as appropriate and in line with the strategy, reporting back to the Director of Student Recruitment, Admissions and International Development, University Executive lead on International and the University Executive Group (UEG) on strategic risks on a regular basis.
11. Work with the Head of Global Partnerships, Director of Student, Recruitment, Admissions and International Development, the Insurance Office and Health and Safety Director, to co-ordinate and/or contribute to the provision of emergency response support to University students participating in a period of study/work abroad.
12. Develop close working relationships and familiarity with University-wide partner universities, undertaking quality assurance site visits wherever practical.
13. Ensure a suitable training and development focus including ensuring staff attend appropriate conferences, training and professional association meetings (NAFSA, EAIE, BUTEX, HEURO etc).

Global Partnership Development

14. Work closely with the Director of Student Recruitment, Admissions and International Development, University Executive lead responsible for international matters and other relevant colleagues (e.g. Associate Director International, Doctoral School, Research and Enterprise Services etc) to further develop and implement the University's Global partnerships strategy over the course of the period of the strategic framework to 2025.
15. Direct the work of the Head of Global Partnerships and provide line management support so that strategic objectives are met and the team operates efficiently and effectively.
16. Oversee the management of existing international strategic partnerships and ensure the Partnerships Progress Indicator for measuring success is updated quarterly and reported back to the Executive annually. Ensure that strategic objectives are clearly set out in operational plans, monitored and reported back to the Director of Student Recruitment, Admissions and International Development.
17. In doing so, work closely with the teams outlined above to ensure KPIs are met and that initiatives are managed closely, activity planned and implemented, reports written on the efficacy of work undertaken and work evaluated.
18. Provide oversight of outgoing and incoming international visits, including ensuring that appropriate briefings are prepared for senior management and faculty colleagues participating in outbound and inward missions and that publicity from such visits is maximised.
19. Ensure effective governance of partnerships funding, making sure that the different work streams are appropriately supported and reported on in a timely manner. These include the Global Excellence Summer School programme, the student mobility partnerships fund, the International research and network funds, mobility of early career researchers, faculty and doctoral exchange and Executive missions.
20. Ensure a regular cycle of reporting to keep the Director of Student Recruitment, Admissions and International Development, University Executive lead on International and Executive briefed on ongoing and future initiatives, inward and outward visits and prepare briefing papers for committees of Council and Senate as and when requested.
21. Provide budget oversight and ensure effective management of the International Partnerships budget, ensuring that the budget is appropriately deployed and used to meet agreed institutional objectives, providing quarterly budget updates to the Director of the Division and reporting to University committees as and when required.

Manage External and Internal Relationships

22. Work closely with the Associate Director International to ensure effective management of existing international progression/partnership schemes for the university, ensuring a sustainable and effective portfolio of such schemes operates at Sussex, and that maximum return is received from the continuous review of these schemes.
23. Ensure that new opportunities for progression and partnership schemes identified by the International Office are appropriately supported, working with the International Office, Academic Development and Quality Enhancement team and the PVC Education and Students to ensure robust agreements are quality assured and monitored.



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24. Work with the Associate Director International to ensure the regular monitoring, reporting and review of established and developing progression schemes, ensuring that they are well managed, recruiting well, and progressing well, and taking corrective action as/when necessary throughout the cycle.
25. Line manage and support the Head of Global Programmes to ensure that Summer Programme and new business development objectives are delivered and KPIs are met in line with the Internationalisation strategy. This will involve ensuring that:
 - a) The summer programmes strategy is delivered and that new partnerships are built;
 - b) New business development opportunities outside of the summer period are identified and delivered;
26. Work closely with the University Executive lead on International in monitoring and supporting the successful delivery and ongoing operation of our Trans National Education delivery in China and the Middle East. You will play a key role in ensuring that our TNE relationships are rigorously managed, adhere to QAA, OfS and UUKi expectations and support the University's reputation overseas. This will involve support of the Joint Institute Steering Group for our TNE in China, regular attendance at the Engineering and Informatics TNE Steering Group and regular liaison and visits to our TNE partners.
27. Work closely with the University Executive lead on International to evaluate new TNE opportunities, ensuring that detailed due diligence, a full market appraisal and a detailed assessment of potential partners is conducted in support of any new business proposition as new TNE proposals go through our three stage process of evaluation. The post holder will also work closely with potential partners to understand and develop the business proposition producing written proposals and a business plan (for external audience and for internal approval purposes); assessing additional opportunities on an ongoing basis and effectively communicating with relevant areas of Professional Services and the Schools to secure commitment and support for new initiatives at an early stage.
28. Apply rigorous project management methods to the development and management of all credible leads and projects and analyse the costs and benefits of new initiatives as they develop, report progress and ensuring decisions are made at appropriate points in time.
29. Plan, manage and oversee incoming high-level visits from high profile international delegations and visitors and outgoing Executive visits from University staff ensuring that consistently high standards are maintained.
30. Provide advance briefings to senior staff of key visitors, keep effective records of inward and outward visits and ensure effective follow up.
31. Work in partnership with the Academic Development and Quality Enhancement and Planning and Office of the General Counsel, Governance and Compliance (GCGC) teams who are responsible for institutional risk, contract management and QAA compliance.

Other duties

32. Develop effective working relationships with the International Office, colleagues across the university and operate in partnership with the Schools of study.
33. Contribute to the wider work of the Division and the University, including participation in cross-functional project teams and task groups.
34. Promote a culture of excellent customer service throughout the Global Engagement team, and support this across the Division.
35. Embed a performance culture within the team and support this across the Division.
36. Promote equality, diversity, and inclusion within the team and in working practices.

37. Work closely with the International office and Communications team to develop a strategy to raise the profile of Sussex in target countries overseas and to capitalise on the development of new teaching and research partnerships.
38. Ensure the maintenance of the Global Engagement web pages in conjunction with colleagues within the Division and ensure that appropriate print and digital material (including the [University's Global Engagement Review](#)) is available to support institutional objectives in articulating the Sussex mission when hosting inward and outward missions.
39. Develop and maintain contacts with institutions overseas (e.g., British Council, funding bodies) and in the UK (e.g., Embassies, EducationUK Partnership) with a view to maximising partnerships, maintaining and developing staff and student mobility and research collaboration.
40. Oversee the delivery of regular Global Partnership Conferences and support Global Engagement's social media footprint on Linked-In and Twitter.
41. Represent the University to outside bodies as appropriate (e.g. British Council, UUK etc.), initiate and maintain good strategic relationships with outside organisations and initiate appropriate collaborative projects with these partners.
42. Deputise for the Director of Student Recruitment, Admissions and International Development as required.

This Job Description sets out current duties of the post that may vary from time to time, without changing the general character of the post or the level of responsibility entailed.

5 Person Specification

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Person Specification for the post of: Head of Global Engagement

SKILLS / ABILITIES

	Essential	Desirable
Excellent leadership, team building and decision making skills with the demonstrable ability to bring teams together with a common goal and common vision.	Yes	
Exceptional leadership skills and a collaborative management style with the ability to motivate staff within an ethos of individual and collective responsibility for actions.	Yes	
Tact, diplomacy and superlative interpersonal skills to negotiate internal structures and relationships, and to communicate successfully externally the University's key international objectives and messaging within a range of international environments.	Yes	
Well developed administrative and organisational skills are essential, including skills in project planning, management and evaluation, financial and budget management.	Yes	
An ability to develop and manage plans of work within the context of the Divisional Strategy in support of the University's overall aims	Yes	
Exceptionally strong communication and interpersonal skills and a high level of emotional intelligence.	Yes	
A proven track record of management experience which has included motivation of others in an operational environment.	Yes	
A proven track record in effectively leading and managing teams to achieve objectives.	Yes	
Experience of analysing complex data in order to produce statistical and strategic reports.	Yes	
Ability to interpret data sets, identify key and emergent trends within an International Higher Education environment and effectively communicate complex data to senior management.	Yes	
Achievement of meeting targets and key performance indicators within an international educational environment	Yes	
A proven ability to engage a wide range of internal and external stakeholders in the pursuit of the Divisional and University Strategies	Yes	
The ability to work under pressure in a dynamic environment.	Yes	
Strong project management skills within a demanding environment	Yes	



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KNOWLEDGE

	Essential	Desirable
A comprehensive knowledge and understanding of current issues in international higher education and a thorough understanding of a range of different country markets and Trans National Education (TNE) opportunities	Yes	
An excellent understanding of international student mobility including the ERASMUS scheme and a proven track record in successfully managing international student mobility programmes of scale.	Yes	
Experience of due diligence and risk management in global partnerships development and student mobility.	Yes	
A knowledge of Project Management techniques, and experience of planning, managing and delivering marketing related projects on time.	Yes	
Computer literate in common IT packages.	Yes	

EXPERIENCE

	Essential	Desirable
Significant experience in higher education within the area of global engagement, with substantial experience in international partnership development and student mobility.	Yes	
Significant experience of successfully leading, motivating and managing a team through change.	Yes	
Direct experience of managing a Student mobility team, managing a range of mobility partnerships and meeting mobility targets.	Yes	
Recent experience of international travel for international student partnership development purposes.	Yes	
Demonstrable experience of policy development and successful implementation.	Yes	
Experience of developing and managing a range of work-strands to support an institutional international partnerships strategy.	Yes	
Experience of developing, managing and supporting the delivery of successful overseas institutional partnerships.	Yes	
Experience of working at a senior level to develop strategic plans in order to meet institutional objectives.	Yes	
Experience of delivering and implementing Trans National Education partnerships of scale in a Higher Education setting	Yes	
Experience of setting budgets and monitoring financial, mobility or similar targets and demonstrable experience of delivering on time and on budget.	Yes	
Experience of producing concise, clear and regular financial and text based reports to senior management	Yes	
Evidence of using initiative and creativity to devise solutions to complex problems.	Yes	

QUALIFICATIONS

	Essential	Desirable
A first degree or equivalent qualification.	Yes	
Higher degree or professional qualifications, for example an MBA or CIM qualifications.		Yes
A Project Management qualification such as PRINCE II or equivalent would be advantageous.		Yes

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
An ability to be the external face of the institution overseas and to represent the University to a range of audiences internationally and at an appropriately senior level	Yes	
Maturity, perspective, drive, determination and intellectual curiosity with the credibility to influence senior University officers.	Yes	
Creative problem solver with enthusiasm for developing new initiatives and working in a team environment.	Yes	
An ability to work well with a range of different people from undergraduate students to Ambassadors, politicians, senior alumni and academic and professional services colleagues.	Yes	
Flexibility, agility and an ability to work collaboratively across organisational boundaries, with the capacity to be a constructive team player.	Yes	
Results orientated, self-motivated, team focussed, enthusiastic and supportive	Yes	
Prepared to travel overseas up to 8 – 10 weeks per annum with work in the evenings (hosting overseas visitors) and occasional weekend work (when overseas).	Yes	