**Interim Director – International Relations**

**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

**Main Duties and Responsibilities**

**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 International Relations Office (IRO)
* Developing 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 to 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, 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;
* Ensure that international issues are championed and fully engaged with at senior University committees;
* 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;
* 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.

**Person Specification**

Qualifications

* Be degree-qualified, or have equivalent experience to be able to operate successfully in an academic environment; E
* Higher degree or demonstrate evidence of continuous professional development. E

Knowledge and Experience

* Demonstrable leadership, strategic development/management and successful delivery of internationalisation gained at a senior level within higher education; E
* Significant evidence of positively leading change and providing inspirational leadership to others; E
* Experience of successfully shaping and delivering strategic interventions in a collaborative environment, with multiple stakeholders; E
* Expertise and experience of managing and co-ordinating the work of high-performance teams in a fast moving and changing HE environment; D
* Proven ability to manage complex budgets and resources, to identify income streams from different sources, and to maximise the use of resources; E
* Extensive knowledge of policy, issues and challenges pertinent to international higher education whilst producing market intelligence and briefing materials; D
* Experience of establishing and managing effective relationships with internal and external stakeholders; E
* Experience of living, working or studying overseas. D

Skills and Competencies

* Inspirational and serving leadership style, with empowering management skills, including a commitment to inclusivity, high performance and continuous improvement; E
* 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; E
* Strategic vision and acumen, able to inspire and motivate others, and the operational capability to realise that vision; E
* Ability to lead, motivate and develop a high-performing team including supporting staff through change and nurturing and developing talent; E
* Excellent written and oral communication skills, including the ability to craft complex messages for diverse stakeholders; E
* A level of comfort with using, developing, interpreting and presenting data as part of an information-led approach to decision making; D
* Understanding of and sensitivity to cultural issues; E
* Ability and willingness to travel, E
* Proficiency in one or more foreign languages. D

Personal Qualities

* A positive energy capable of uniting diverse stakeholders to deliver common goals;
* A commitment to high standards of stakeholder engagement, communication, and customer service;
* A creative and innovative approach to problem-solving;
* An engaging and convincing speaking style, capable of enthusing listeners;
* An agile and flexible outlook to respond effectively to the pace of change in the HE sector;
* An aptitude for seeing the larger picture and for being able to deal with complex matters within a wider context