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| Last updated: | 3 February 2021 |

**JOB DESCRIPTION**

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| Post title: | **Deputy Director Global Recruitment and Admissions (International)** |
| School/Department: | Global Recruitment and Admissions (GRA) |
| Faculty: | Student Experience Directorate (SED) |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Director of Global Recruitment and Admissions |
| Posts responsible for: | International Office |
| Post base: | Office-based with significant overseas travel |

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| Job purpose |
| To lead and set the vision and strategy for the International Office, holding accountability for the quality, cost and effectiveness of our international recruitment, partnerships, and mobility activity. To devise and implement Southampton’s Global activities, delivering against ambitious targets regarding international student recruitment, global mobility, and institutional partnerships. The postholder will lead regional teams of specialists to ensure the achievement of key performance indicators and the development of the University of Southampton brand and global recognition.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | **Strategic Development and Leadership**Provide strategic leadership of the International Office, championing and overseeing the University’s international student recruitment, partnerships and global mobility strategies and developing detailed plans to ensure delivery and the achievement of institutional objectives.* Ensure value for money and effective deployment of resources, with activity targeted to achieve significant return on investment.
* Provide high-quality management and specialist information to governance bodies within the University (including University Executive Board, Council, Student Recruitment Management Group for example).
 | 20 % |
|  | **Management**Provide professional and strategic management of the International Office team, ensuring that management procedures and processes are undertaken in line with the overarching Student Experience Directorate, enabling staff to fulfil their potential and deliver best practice in their service areas.* Own and carry out appraisals and annual reviews of relevant staff and other line-managed staff, ensuring that all staff understand their contribution to the directorate and to the University Strategic Plan, so that they are able to develop their skills and improve their performance.
* Ensure compliance with, and understanding of, relevant legislation relating to International Office activities, and the University’s policies and procedures including those governing health and safety, equal opportunities, copyright, data protection, freedom of information and disability.
* Manage our recruitment and partnership operations overseas, including as a Director of the University’s wholly foreign-owned enterprise in China, and the development and management of the University’s representatives and staff based overseas.
* Formulate and deliver strategic plans relating to Study Abroad and Exchange, ensuring a significant contribution to the University’s internationalisation agenda through growing student mobility.
 | 20 % |
|  | **Planning** To inform and develop annual and longer-range operational plans by region that deliver against international student recruitment targets and objectives, and appropriate partnership identification and development.* Ensure student recruitment planning is informed by high-quality market insight and is responsive to the changing nature of global higher education.
* Be responsible the formation and maintenance of an appropriate number of high-quality partnerships at differing levels of the University, encompassing institutional-level strategic partners as well as other academic, industry or governmental relationships.
* Identify and activate, with the Director of GRA and Vice-President International (VPI), appropriate opportunities to engage in major TNE projects globally to deliver against internationalisation strategies and targets.
* To develop business continuity plans to enable business operations to be maintained following the failure, or damage to, vital services or facilities.
 | 20 % |
|  | **Internal and external relationships**Develop the International Office in its specialist and regional knowledge, ensuring it is regarded as a proactive institutional repository and resource for academic and professional services colleagues to call upon and trust in support of institutional international objectives. * Manage the liaison between Faculties and the International Office, being the key contact for Associate Deans International and ensuring strong and collaborative relationships across the University.
* Balance faculty and University priorities to ensure a coordinated and complementary institutional approach which delivers for individual faculties.
* Ensure close working relationships with other professional services involved in international activities, including Communications and Marketing, Office of Development and Alumni, and Legal Services.
* Support the VPI in the identification of new partnerships and the development of existing relationships that contribute to Southampton’s global brand recognition.
* Manage the University’s participation in multi-national networks, such as the Worldwide Universities Network.
 | 20 % |
|  | **SED and GRA activities**Participate fully in, and lead elements of, broader activities on the Global Recruitment and Admissions department and Student Experience directorate as required. This will include regular elements of the recruitment and admissions cycle such as confirmation and clearing, open days and events.* Undertake a leadership role commensurate with the seniority of the post in response to major incidents or business disruption.
* Be a member of key University committees relevant to their functional responsibilities
* Participate in national networks for the purpose of benchmarking the University’s practice, disseminating the University’s reputation as an exemplar of best practice and to provide a University of Southampton voice in debates about the development of national policy and guidelines.
 | 10% |
|  | Deputise for the Director of Global Recruitment and Admissions where appropriate. | 5% |
|  | Any other duties as allocated by the Director of Global Recruitment and Admissions following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| * GRA and SED colleagues.
* Senior Management – VC, Vice-Presidents, particularly the Vice-President International, Deans, Directors of Professional Services.
* Staff throughout the University in Faculties and Professional Services.
* BUILA, Russell Group International, UUKi, Home Office.
* International visitors from universities, funding bodies and sponsors.
* Current and potential partners.
* Embassies, University UK, International Unit, British Council, universities, and other potential partners & funding bodies.
* ODAR and Key alumni.
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| Special Requirements |
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| Ability to travel internationally and at short notice. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge, and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree Significant and wide-ranging market knowledge and awareness, and an understanding of and contribution to UK International Higher Education environmentProven leadership experience in a range of demanding and influential roles.Experience of delivering successful student recruitment strategies and campaigns across a range of international marketsKnowledge of the latest trends in global student recruitment and their applicability to differing institutions and marketsExperience of management of a global agent and representative network, including negotiation of terms and delivery of value Experience of working with and influencing cross-sector bodies and government agenciesWorking knowledge of the regulatory landscape relating to international student recruitment and UKVIKnowledge of the international admissions environment Experience of contributing to the setting of fees in the international HE markets and of advising colleagues in this respect Experience of developing and managing multi-faceted and complex partnerships with other education, industry, government, and research organisationsEvidence of successful and productive relationship and partnership management. | Membership of relevant professional body such as BUILA, AUA etc.Qualification in Management and/or MarketingProficiency in a second language  |  |
| Planning and organising | Able to champion and oversee the Department’s contribution to the university’s strategy and to lead on the Department’s strategies and plans.Demonstrable experience of preparing and managing budgets and of operating within these boundsDemonstrable experience of data and market intelligence analysis, forecasting trends and future developments and creating and meeting targets in respects of International HE marketsExperience of leading student recruitment teams in a target-orientated setting, including the management of in-country resource. | PRINCE2 or similar project management qualification. |  |
| Problem solving and initiative | Able to make judgements on significant new problems where precedent may not apply.Experience of using resources creatively to deliver demonstrable value for money.Able to develop innovative solutions and practical implementations for strategic change. |  |  |
| Management and teamwork | Able to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the university.Able to recognise and deal with obstacles and difficulties so that teams can deliver.Able to demonstrate leadership and to raise performance standards throughout own work areas.Experience of developing staff and using appraisal and other tools to manage talent and address performance. Experience of managing and developing a large and diverse team across multiple functions |  |  |
| Communicating and influencing | Able to establish and build major relationships with key stakeholders.Able to use influence to develop positions or strategies.Skilled in negotiation with commercial organisations and partners to deliver value for the University Demonstrable tact and diplomacy skills, in addition to cultural and cross-cultural sensitivity and understanding Ability to represent the University of Southampton at senior level nationally and internationally |  |  |
| Other skills and behaviours | Ability to lead and manage change through an organisation.Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the Department |  |  |
| Special requirements | Significant connections to relevant sector networks, with demonstrable professional profile in international higher educationAs a Line Manager role model, the Southampton Behaviours and work with the management team to embed them as a way of working within the department.Ability and willingness to travel internationally and at short notice. Able to represent the University of Southampton at senior level nationally and internationally, with confidence and professionalism. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  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. |
| [ ]  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.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  | X |  |  |
| 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 | X |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |