

Officer of the University Role Descriptor

Last updated: March 2021

Post title:	Associate Dean (International)
Academic Unit/Service:	
Faculty:	
Posts responsible to:	Dean of Faculty (direct); Vice-President International (indirect); Associate Vice-President International (indirect)
Posts responsible for:	International programme support posts Indirect: Directors of International
Post base:	Office-based (see job hazard analysis)

Job purpose
<p>Associate Deans support the Vice-Presidents in the development of University strategy and further develop and lead the implementation of this strategy within the Faculty on behalf of the Dean.</p> <p>The role of the Associate Dean (International) role is to:</p> <ul style="list-style-type: none"> • Work with the Vice-President International, Associate Vice-President International, other Associate Deans and senior professional service colleagues in the development of University international strategy and policy in its research, education, policy and community pillars. • Lead, manage and promote the application of the strategy within the Faculty and develop a Faculty wide strategy that aligns with the aims of the University. • In pursuit of the University International strategy and faculty implementation plans of that strategy, take responsibility for ensuring the implementation of staff development and international performance activities and for the effectiveness of education, research, policy and community workstreams.

Key accountabilities/primary responsibilities	% Time
<p>1. University level strategy</p> <p>Work with the Vice-President International, Associate Vice-Presidents, Director of Global Recruitment and Admissions and senior Professional Services colleagues to lead and contribute to cross-University international matters/initiatives as required by the Vice-President (International) to ensure the University and Faculty's international strategy is in alignment and positioned to enhance the University's national and international profile.</p> <p>Work in conjunction with other ADIs across committees and working groups to share and harmonize best practice to ensure consistency, efficiency and effectiveness of research, education and enterprise responsibilities and processes.</p>	20%

Key accountabilities/primary responsibilities	% Time
<p>Identify and lead interdisciplinary opportunities that will generate added value and work with other ADs, HoS and institute Directors in pursuing and implementing these opportunities.</p> <p>Work with the Vice President International, Associate Vice-President(s) International, Global Recruitment and Admissions, ODAR, Marketing and Communications and Student Experience on issues that will develop and enhance Southampton as an 'International University'; engaging with, and influencing, national and international stakeholders.</p> <p>Chair International Executive subgroups as required.</p>	
<p>2. Faculty level strategy</p> <p>To develop and implement a Faculty strategy that aligns with the strategic aims of the University and ensure its delivery contributes significantly to meeting the Faculty annual business planning objectives, including international student recruitment.</p> <p>Work effectively, as a member of the Faculty Operating Board, in the strategic leadership, management and development of internationalisation within the faculty, in line with wider University strategy, representing the faculty at University and external committees/meetings as appropriate.</p> <p>Ensure that effective processes are in place for governance, approvals, review and conduct of research and enterprise in the international setting.</p> <p>To Chair the Faculty Internationalisation Committee and to manage designated internationalisation funds in the faculty budget.</p> <p>To advocate for all Faculty programs to support opportunities for international student and staff mobility and be accessible to international students.</p> <p>To lead on behalf of the Faculty, improvements in performance in the University's QS World University Rankings.</p> <p>To represent the faculty on the International Executive Group (IEG) and to engage with the University's ASEAN (Association of Southeast Asian Nations)_hub, University Southampton Malaysia Campus (USMC).</p> <p>To lead on delivery of the faculty international student number planning, inward and outward mobility targets and implementation of high quality Education, Research and Policy partnerships, in partnership with Faculty colleagues, the Director of Global Recruitment and Admissions, the wider international team and other senior Professional Services colleagues.</p> <p>To act on behalf of the Dean in ensuring that the performance of the faculty in internationalisation meets the standards to which the University aspires.</p>	20 %
<p>3. Faculty level operational</p> <p>To create a welcoming and stimulating international and multicultural academic and social environment in the faculty for incoming staff and students from overseas, and for international visitors, supporting appropriate intercultural and linguistic training and awareness opportunities.</p> <p>To be responsible for student recruitment providing support for the international student experience, international industrial partnerships in line with University and faculty strategy.</p>	10%
<p>4. Staff Performance/Development</p> <ul style="list-style-type: none"> • Staff and student development responsibilities: To promote an understanding and appreciation amongst staff and students of the opportunities and value of internationalisation and of securing links and collaboration with international partners • Staff performance responsibilities: In conjunction with the HoS/HoD/ ensure implementation of <i>University and faculty Internationalisation objectives</i> including international student recruitment where appropriate. <p>Work with staff to ensure that teaching programmes are attractive to national and international students and attract high quality applicants.</p>	

Key accountabilities/primary responsibilities		% Time
<ul style="list-style-type: none"> • Staff engagement: Support the strategy that is in place for staff engagement to ensure that staff contribute to and engage with the School, Faculty and University strategy including organizational change. • Student Experience: Ensuring as a senior member of the faculty that you lead the way in delivering an exceptional student experience. • Embedding Collegiality: Role model the 'Southampton Behaviours' and work with colleagues to embed them as a way of working within the Faculty. 	20%	
<p>5. International Engagement</p> <p>Work with Global Recruitment and Admissions and other Professional Services to ensure that Faculty degree programmes are attractive to international students and attract high quality applicants and meet recruitment targets agreed as part of the University's business planning.</p> <p>To be responsible for the development and maintenance of international collaborative provision and to work with Global Recruitment and Admissions to recruit international students to these programmes and ensure their sustainability</p> <p>To be responsible for the development and maintenance of the faculty's international links in research and education particularly with identified priority partners and key international networks (incl. Worldwide Universities Network, GFCC and Association of Commonwealth Universities)</p> <p>To lead the development of joint programs with priority international partners</p> <p>To lead the promotion and development of inbound and outbound international student mobility through Study Aboard, Exchange and Summer School programs, including line management /coordination of Faculty Exchange coordinators</p> <p>To lead engagement with the University's ASEAN hub in Malaysia ('USMC').</p>	25 %	
<p>6. To deputise for the Dean as required and take on other duties that fall within the scope of the post as allocated by the Dean or Vice-President (International) following consultation with the post holder.</p>	5 %	

Internal and external relationships
<p>The Dean of Faculty; Vice-President(s), Associate Vice-President(s); members of the Vice-Chancellors Office. University and Faculty academic staff; other Associate Deans and Officers of the University (Heads of Schools; Deputy Heads of School (Education/Research); Heads of Departments/Deputy Heads <i>etc.</i>).</p> <p>Faculty Operating Boards; Associate Directors of Faculty Operations; Head of Faculty Finance; HR Business Partners; Faculty Academic Registrar; Faculty Operating Service staff.</p> <p>Chief Operating Officer, Executive Directors and Directors of relevant Professional Services, particularly Student Experience - Director of Global Recruitment and Admissions, the wider international team, ODAR, Marketing and Communications, RIS, and Students Union.</p> <p>Senior colleagues at UUK International; British Council and Russell Group International Forum.</p> <p>Schools, colleges and employers, as appropriate.</p> <p>Local, national and international public and private sector regulatory bodies and public organisations.</p> <p>Funding bodies (including charities and RCUK, European Union, corporate and other sponsors).</p>

Special Requirements
<p>Overseas travel</p> <p>Cultural and cross-cultural sensitivity and understanding</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<p>PhD or equivalent professional qualifications and experience in subject area relevant to the Faculty</p> <p>Well-established national and international reputation in subject area relevant to the Faculty</p> <p>Significant track record of achievement within subject area relevant to the Faculty</p> <p>Evidence of a track record of providing strategic and visionary direction in the development of internationalisation</p>	<p>Knowledge and awareness of the broad context of Higher Education and government policy in the UK the current and forthcoming challenges and opportunities it presents.</p>
Planning and organising	<p>Proven ability to plan and shape the direction of an area of research/enterprise/international activity with substantial impact on finance and/or reputation of the University</p> <p>Proven ability to lead major funding bids and/or consultancy activities, developing funding sources and attracting significant funds</p> <p>Ability to contribute to the development of policy within the Faculty</p>	
Problem solving and initiative	<p>Ability to develop significant new concepts and original ideas within own field in response to intractable issues of importance</p>	
Management and teamwork	<p>Ability to work across the multiple disciplines within the Faculty</p> <p>Ability to foster and develop good relationships between own Faculty and the rest of the university.</p> <p>Ability to work proactively with senior colleagues to develop cross-Faculty and cross-University cooperation and effectiveness</p> <p>Ability to monitor and manage resources and budgets</p> <p>Ability to shape a positive culture of management, leadership and engagement at all levels of the department through exceptional leadership and personal example</p> <p>Ability to build, support and maintain a high performing exclusive management team and to support a structured approach to strategic planning.</p> <p>A proven track record of achieving performance targets and supporting others to meet their performance targets</p>	<p>Confidence and courage to take on challenges and to be accountable for any decisions/risks taken.</p>
Communicating and influencing	<p>Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience</p> <p>Extensive track record of presenting at group meetings and conferences</p> <p>Ability to persuade and influence at all levels to foster and maintain relationships, resolving tensions/difficulties as they arise</p> <p>Ability to provide expert guidance and to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems</p>	

	<p>Ability to negotiate for the Faculty on key issues</p> <p>Ability to represent the University on specific issues, as agreed with the Vice-President International</p> <p>Ability to develop and lead key communications strategies</p> <p>Ability to cultivate strong networks and build links with the wider community and with business, industry and other stakeholders and represent the University nationally and internationally.</p> <p>Ability to be an articulate advocate for the faculty and able to promote and protect its interests.</p> <p>Ability to demonstrate evidence of achieving results through persuasion and negotiation where no direct authority exists.</p>	
Other skills and behaviours	<p>Compliance with relevant Health & Safety issues</p> <p>Positive attitude to colleagues and students</p> <p>Ability to demonstrate alignment with the University's core values in all areas of work, and champion those behaviours in the Department</p>	
Special requirements	Ability to undertake travel to different countries	

JOB HAZARD ANALYSIS

Is this an office-based post, with routine hazards?

<input checked="" type="checkbox"/> Yes	This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below.
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