

Faculty of Humanities

Associate Dean, Internationalisation

Responsible to

Vice-President and Dean, Faculty of Humanities.

Overall purpose

The post holder will be responsible for leading the implementation of the next phase of the Faculty's internationalisation strategy in accordance with the University's overall strategy. The person appointed will report directly to the Vice-President and Dean and will be expected to proactively work in close collaboration with Heads of School, Vice-Deans, Associate Deans, Senior PS Officers and the Division of Student Recruitment and International Development. As Associate Dean, the post holder will be expected to be the primary lead for internationalisation activities across the Faculty, and to ensure that internationalisation is embedded across School and Faculty activity.

The post will be for a period of 3 years, with the possibility of renewal by mutual agreement. The post will carry a workload adjustment of 40%. The person appointed will continue to hold their substantive appointment, to which they will revert on a full-time basis following their period as Associate Dean. There is an additional allowance of £5,000 per annum paid to the post holder on top of the salary pertaining to their substantive post.

Key Duties and Responsibilities

- To lead and coordinate the implementation of the Faculty's Internationalisation strategy and operational plans, ensuring alignment with the University's strategic plan, supporting 'global influence', and cross-cutting research, teaching & learning, and social responsibility agendas.
- To champion internationalisation activity within the Faculty, including being the primary Faculty contact/relationship manager with key strategic partners and external groups.
- To represent the Faculty on the University Internationalisation Strategy Groups – ensuring Faculty priorities are actively represented and embedded within University level internationalisation activity, and also ensure University priorities are communicated and acted upon within the Faculty of Humanities.
- To chair the Faculty's internationalisation network group, and regularly meet with School Internationalisation leads and regional ambassadors, to ensure School, Faculty and University priorities are cohesive. Also to actively engage with School Governance structures to champion internationalisation (eg, presenting at School Board, School Research Committees, and other relevant groups etc) to ensure internationalisation activities are embedded and delivered.
- To work closely with School, Faculty and central leadership to successfully formulate, deliver and embed strategic and operational plans supporting internationalisation activity. This will include:
 - Working closely with the Head of Research Support Services and Vice-Dean for Research to identify and establish strategic partnerships to support research, PGR and Business Engagement activity, and objectives.
 - Working closely with the Head of Teaching, Learning and Student Experience (TLSE), and the Vice-Dean for TLSE to identify and establish strategic partnerships to support international student recruitment and collaborative teaching activity.

- Regularly meeting with School internationalisation leads to ensure Faculty and School priorities align, and to ensure School priorities are fed into centrally led initiatives via regional strategy groups, and as part of regular meetings with the Associate Vice-President for Internationalisation.
 - Pro-actively leading and overseeing the delivery of initiatives and outputs following discussions with international partners, and ensure that progress is being delivered across Schools and Faculty.
 - Lead in the development of Faculty-wide initiatives that may leverage funding from major international organisations (e.g. Fulbright Commission, British Council etc);
 - Extend the use of the alumni network in support of the internationalisation agenda;
- To develop regular reports to the Faculty Leadership Team, and other relevant Faculty and University Committees, contributing to the formulation and implementation of Faculty strategy, policy and operational priorities.
 - To develop and agree clear strategic objectives for activity in key regions, or with specific strategic partners. This includes working with Faculty and School academic and PS leadership in the formulation of these plans, and be the primary lead in ensuring outputs are delivered.
 - To ensure that progress against internationalisation strategy, operational plans, and key performance indicators, is regularly reviewed by the Faculty Internationalisation Network Group, Faculty Leadership Team, in the context of the Faculty's planning and budgetary process.
 - Where necessary, to establish, lead and deliver other mechanisms to support the implementation of the strategy (e.g. groups focussed on particular countries or regions), ensuring that the work is tightly focussed and results in tangible outcomes (e.g. development plans, progress check-points).
 - To undertake international visits in accordance with priorities established by the Faculty internationalisation strategy and in liaison with Faculty Leadership, School and central teams, including developing a clear outline of expected objectives and outcomes of these visits.
 - To represent the Vice-President and Dean within the University and externally.
 - To undertake such other tasks as deemed appropriate by the Vice President and Dean, in furtherance of the Faculty's strategic plans and objectives.

Person Specification

The post holder must possess the following skills, knowledge and qualities:

- An understanding of, and commitment to, the internationalisation goals of the University and Faculty, and the ability to further develop and implement the Faculty internationalisation strategy;
- An understanding of Faculty of Humanities research priorities;
- Demonstrable experience of developing a new, or widening an existing, initiative, project, or activity with an international institution or organisation.
- An understanding of the current context in which the HE sector operates;
- A successful record of undertaking at least one significant academic leadership role;
- A successful track record of effective academic leadership to lead strategy implementation;
- Demonstrable ability to translate strategy into tangible operational objectives;
- Excellent interpersonal skills.

