

Vice Dean for Internationalisation

Job Description / Person Specification

Reports to: The Vice President and Dean
Organisational Unit: Faculty of Biology, Medicine and Health

Overall Purpose

Internationalisation of the Faculty's activities is a key enabling feature of our Faculty Strategic Framework, and a major component of our five-year plan.

The Vice-Dean leads the development and implementation 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, will be a member of the Faculty Leadership Team and will be expected to proactively work in close collaboration with VD & Heads of School, Vice-Deans, Associate Deans, and senior PS Officers within the Faculty and relevant central Directorates. As Vice-Dean, the post holder will be expected to be the primary lead for internationalisation activities across the Faculty, and to ensure that there is a connected and focussed approach to achieving our goals across the Faculty and Schools.

They will also have responsibilities on a University-wide basis, in conjunction with Internationalisation leads in other Faculties and with the Associate Vice-Presidents for Internationalisation and the Deputy President.

The post will be for a period of three years in the first instance with the expectation of a further two year extension subject to performance, and will carry an honorarium. The appointee will continue to hold their substantive appointment and will revert to this following the period as Vice-Dean. The appointee will be expected to spend 0.6fte of their time on the role.

Key Duties and Responsibilities

- To provide strategic vision to lead the Faculty's requirements to deliver excellence in Internationalisation, working in partnership as a member of the Faculty Leadership team.
- To lead and coordinate the implementation of our 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 Biology, Medicine and Health.

- To chair the Faculty's internationalisation committees and groups, and regularly meet with other Vice-Deans, AD Student Marketing, Recruitment and Admissions, School Internationalisation leads, and relevant PS leads to ensure School, Faculty and University priorities are cohesive, and with a view to reviewing and streamlining current processes, disseminating information, promoting discussion and identifying innovative practices.
- To actively engage with Faculty and School Governance structures to champion internationalisation (eg, Faculty Research and Innovation Board, Teaching and Learning Executive, School Board, School Research Committees, Teaching and Learning Committees 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 in partnership with the Vice-Deans and Heads of School to pursue the ambitions of the Faculty in relation to Internationalisation
 - Working in partnership with the Vice-Dean for Research and Innovation and Head of Research and Business Engagement to identify and establish strategic partnerships to support research, PGR and Business Engagement activity, and objectives.
 - Working in partnership with the Vice-Dean for TLS, AD for Student Marketing, Recruitment and Admissions, Head of Communications and Marketing and Head of Teaching, Learning and Student Experience 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.
 - Leading the development of Faculty-wide initiatives that may leverage funding from major international organisations;
 - Extending 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 and implementation of these plans, ensuring clarity about primary responsibility for delivery.
- To ensure that progress against internationalisation strategy, operational plans, and key performance indicators, is regularly reviewed by the appropriate groups, including the 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 take an active role in the wider leadership and management of the Faculty, as a member of the Faculty Leadership Team.

- Understand the influence of area of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction. Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Promoting equality, diversity and inclusion in all dealings in accordance with the policies of the University.

Person Specification

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

Leadership and management

- Authentic leadership with the ability to lead by example, set direction and motivate staff, negotiate and influence laterally and upwardly
- A strong commitment to the goals and vision of the University and Faculty and in particular in relation to Internationalisation
- Ability to create a sense of unity and common purpose
- Evidence of successfully managing and implementing complex change and engaging staff, students and stakeholders through this process
- Evidence of effective staff development
- Evidence of working well as a leader and member of teams and having built effective relationships at all levels
- Evidence of having taken ownership and responsibility
- Experience of effective financial and strategic planning, ability to set financial and non-financial targets, monitor performance, and address performance issues to drive achievement of key measures; ability to prioritise effectively against a wide-range of competing activities
- Ability to represent the Faculty nationally and internationally and protect and promote its interests.

Academic Background and Experience

- A personal academic standing that commands the respect of colleagues
- A record of leadership and commitment to excellence in Internationalisation activities
- An understanding of the strategic issues affecting Internationalisation in the Faculty, University, nationally and internationally
- Knowledge and awareness of the broad context of Higher Education and government policy in the UK and the current and forthcoming challenges and opportunities it presents
- An excellent record of achievements

Skills

Able to demonstrate skills in:

- Engagement and Communications – ability to communicate and engage with a wide range of internal and external stakeholders effectively both verbally and through written materials, able to customise messages for different audiences and using influencing skills and persuasion where appropriate

- Strategic Insight – development, planning and implementing strategy and gaining the agreement of colleagues to strategic decisions.
- Analytical Thinking and Problem Solving – analysis of management and benchmarking information to determine root causes or trends, generation and implementation of pragmatic and simple solutions
- Teamwork – able to act as a team member at all levels of the University, building key relationships with people to drive achievement and successful outcomes
- Change and Project Management - able to lead, engage and deliver change proactively, delivering planned outcomes through realization of benefits; able to lead and manage projects to schedule, budget and agreed quality

Personal Qualities

- A strategic thinker, who values consultation and collegiality
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener
- Someone who takes pleasure in the achievements of others
- An open and consultative management style
- Someone with the confidence and courage to take on challenges and to be accountable for any decisions/risks taken.
- A personal commitment to promoting and improving equality, diversity and inclusion