

Pro Vice-Chancellor (Global Engagement)

School/Department:	VC Office
Grade:	
Location	Farnham, Canterbury or Epsom (flexible)
Reports to:	President and Vice-Chancellor
Responsible for:	Directors/Heads of relevant departments
Summary of Main Job Purpose: The Pro Vice-Chancellor (Global Engagement) leads on the ongoing development and management of: <ul style="list-style-type: none">- income generation for the University;- student recruitment (domestic and international);- internationalisation strategy including developing international partnerships and campuses;- Marketing and Communications;- promotion of the 'UCA Global' vision both internally and externally;- international opportunities for UCA student mobility.	

Main Responsibilities/Duties

1. To provide strategic leadership on the ongoing development and income generation through the effective management of Student Recruitment (domestic and international), Internationalisation Strategy (including developing international partnerships) and Marketing and External Relations with the aim of developing an innovative forward-thinking culture.
2. To lead operational support to UK and international collaborative provision.
3. To lead on the University's goals for outreach activities, including inclusion and widening participation.

4. To lead on strategic student number planning in collaboration with the COO.
5. To lead the development and implementation of the University's partnership and stakeholder strategy including domestic and international market opportunities.
6. To regularly represent the University on domestic and international matters.
7. To work with the Leadership Team and academic leads to ensure that the portfolio is attractive to the market and is viable both in terms of academic performance and financial viability.
8. To develop and lead stakeholder marketing and communication strategies e.g. to include partners, media relations and press, alumni, schools, colleges, key influential figures, local authorities, political bodies and agencies.
9. To be the University's UKVI Authorising Officer for students.
10. To develop activities that strengthen and increase the University's income stream to ensure investment for growth.
11. To lead the development of new and emerging TNE activity, ensuring business cases fully meet the quality assurance and business development objectives of the University.
12. To ensure the current portfolio of TNE and domestic collaboration partnerships are effectively supported, and business cases are tightly monitored with accurate student numbers and forecast income projections.

Other Duties

1. Take responsibility for the health and safety of yourself and others in carrying out the duties of the role.
2. To promote equality, diversity and inclusion in your performance of your duties.
3. To take responsibility for safeguarding of children and vulnerable adults as a member of UCA staff.
4. To actively participate in learning and development to meet the requirements of your role and the University.
5. To implement an International Student Support Group and monitor international student experience.
6. To chair and actively participate in committees, boards and panels across the University.

7. To be part of the University's Emergency Response and Incident Management Procedure (UERIMP) team.
8. To undertake any other work as required by the President and Vice-Chancellor commensurate with the level and responsibility of the post.

Selection Matrix

This matrix identifies the criteria needed to be effective in the position. These will be used for selection purposes.

Criteria		Essential	Desirable
1	First degree in a relevant area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Postgraduate qualification in a relevant area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Postgraduate research qualification (i.e. PhD) in a relevant area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Demonstrable success in a senior leadership role in student recruitment and significant experience of leading effective international engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Significant experience of leading and managing in a large and complex organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	A deep understanding of the strategic issues influencing the student recruitment, internationalisation of student education, two-way student mobility and international research and innovation collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Evidence of integrating international activities across student recruitment, student education, research and innovation and external engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Experience of delivering organisational change and development through influence and persuasion, working closely with other members of a university executive team and heads of professional services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	A strong personal academic track record in both student education and research.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Ability to successfully lead, coach and support a team of staff in the implementation of operational objectives within the Directorate in line with University's overall strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Strong negotiation and influencing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Strategic mindset with the ability to generate new ideas and encourage innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Excellent interpersonal skills including the ability to establish effective working relationships with colleagues, academic staff, students and others, both inside and outside the University	<input checked="" type="checkbox"/>	<input type="checkbox"/>

14	Ability to design and deliver services which are inclusive and support a diverse student demographic, including students from under-represented groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Ability to simultaneously lead and manage multiple projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Exceptional verbal and written communication and presentational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Ability to produce professional and innovative information/guidance resources using a range of media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Ability to lead and command respect from stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	A focus on continuous improvement, with the ability to encourage a team to improve upon existing service standards and drive quality throughout service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Competent use of IT including Microsoft Office suite, internet and social media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	The ability to think strategically and provide visionary leadership, contributing to the wider leadership of the University and the delivery of its Strategic Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	Demonstrable intellect and judgement, and evidence of developing original ideas and creative approaches to achieving change, and the effective implementation of agreed plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23	Political, environmental and cultural awareness and the ability to network, influence and operate effectively in different 'political' environments and against different cultural norms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	Commercial acumen and financial literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25	Resilience and tenacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other requirements		
26	Able to undertake significant international and national travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does this role require a DBS check?

No