

Job description and person specification

POST TITLE: Head of International Engagement

RESPONSIBLE TO: Assistant Director, Policy

RESPONSIBLE FOR: Policy leads for Americas, Asia, Middle East and North Africa, sub-Saharan Africa

Main responsibilities

The Head of International Engagement will:

1. Support the Assistant Director for Policy in the coordination and management of the international (non-EU) team's portfolio of policy work to maximise its impact and effectiveness, by:
 - a) Line management of non-EU regional policy staff to ensure our work effectively meets UUKi's strategic objectives across all thematic programmes of work.
 - b) Coordinating staff and resources both from within the team, and from other groups within UUK including collaborating with analysts, and with communications colleagues.
 - c) Implementing processes and procedures for effective management of cross-cutting working groups and for organising activities common to several regions, such as international delegations.
2. Support the Assistant Director in developing programmes of work across a range of policy and strategic priorities to achieve benefits to UUKi member institutions, in line with strategic objectives. This includes:
 - a) helping to identify long-term policy issues and priorities
 - b) initiating and managing projects;
 - c) coordinating organisational and sector responses to external developments
 - d) undertaking consultations with members, sector bodies and other stakeholders.
 - e) oversight and delivery of cross-cutting and emerging policy areas
3. Building and maintaining links with international higher education bodies, strategic partners and key contacts in relevant Government departments including BEIS, DfE, DIT and FCO, and the British Council, as agreed with the Assistant Director.

4. Oversight and delivery of externally commissioned research and consultancy projects, working with the Assistant Director and seeking input from internal and external experts, commissioning, managing and contracting consultants.
5. Support new business development, including business case preparation for new programmes and activities (sometimes in collaboration with partners) and identifying and securing sources of external funding.
6. Work closely with UUKi and UUK's Communications teams, as necessary, regarding media coverage of policy and related issues within the remit, to ensure a rapid response to emerging policy issues.
7. Deputise for the Assistant Director for Policy as required, including at external meetings and events.
8. Maintain oversight of the non-EU team's spending in line with established budget processes.
9. Contribute, as required, to briefings and speeches for the Director, Chair, President and Chief Executive of UUK and UUKi
10. Undertake such other duties that may be required by the Assistant Director for Policy, Director of UUKi, or the Chief Executive of UUK.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Person specification: Head of International Engagement

	Description	Assessment
Qualifications	<p>Essential</p> <p>1) A degree or equivalent level qualification</p>	Application
Work Experience	<p>Essential</p> <p>2) Experience of developing policy and/or policy advice, in line with organisational and strategic objectives and with reference to the interests of internal and external stakeholders.</p> <p>Essential</p> <p>3) Experience as a line manager, or managing individuals or small teams to successfully deliver projects/programmes of work.</p>	<p>Application & interview</p> <p>Application & interview</p>
Knowledge	<p>Essential</p> <p>4) An understanding of the context within which universities operate and of the role of international higher education</p> <p>Desirable</p> <p>5) Knowledge of policy making systems in either the UK or international context(s).</p>	<p>Application & interview</p> <p>Application & interview</p>
Skills	<p>Essential</p> <p>6) Strong interpersonal skills, with a proven ability to work in, coordinate and manage small, high-performing teams with colleagues in different parts of an organization.</p> <p>7) Excellent written and oral communication skills, including the ability to write accurate and concise copy for different audiences.</p> <p>8) Ability to plan and manage own time effectively, with demonstrable experience of working across multiple projects to prioritise activity and to meet deadlines.</p>	<p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p>
Competencies	<p>Essential</p> <p>9) Resilience, with an ability to work calmly under pressure and to respond flexibly to new developments and changing priorities.</p> <p>10) Political and cultural sensitivity, with a proven ability to negotiate with and influence others with tact and diplomacy.</p>	<p>Application & interview</p> <p>Application & interview</p>

	<p>Desirable</p> <p>11) Ability to build, develop and maintain networks and partnerships that help an organisation to achieve their strategic goals.</p>	Application & interview
Other	<p>Essential</p> <p>12) This post will require travel, including overnight stays – a willingness to travel is required.</p> <p>13) Understanding of, and commitment to, equality and diversity as set out in UUK’s equality and diversity policy</p>	<p>Application</p> <p>Application</p>