

## **Outward Student Mobility Lead (Secondment or fixed term contract considered to 31 August 2021)**

### **Job summary**

This is post that covers a key period at Universities UK International. The postholder will lead UUKi's work on outward student mobility across a crucial period of change (the outcome of the EU exit negotiations and the higher education sector's response Covid-19). They will contribute to UUKi's future strategic direction in this area and lead on its outward student mobility (OSM) programme of work. Familiarity with designing and/or delivering outward student mobility programmes (including Erasmus) in UK higher education is essential, along with strong analytical and communication skills.

UUKi is the international arm of Universities UK, representing UK universities and acting in their collective interests globally. We actively promote universities abroad, provide trusted information for and about them, and create new opportunities for the sector. The post-holder will need to be able to work remotely.

### **Key responsibilities**

1. Lead on UUKi response to a possible national replacement scheme for Erasmus, liaising with internal stakeholders and UK HE institutions to provide informed advice and guidance to government and communicating outcomes to UUK members and wider HE sector.
2. Working with UUK EU Exit and Political Affairs teams, supporting consultation responses where required, including writing and reviewing guidance, and responding to queries.
3. Lead UUK's Covid-19 outward student mobility workstream, including through providing updates to stakeholders, gathering intelligence and raising issues with government.
4. Liaise with UK HE institutions, government and devolved administrations and other stakeholders on outward student mobility issues and initiatives.
5. Contribute to developing and implementing strategic direction of outward student mobility at UUKi, including implementing the close of the Go International: Stand Out campaign.
6. Develop and maintain strong stakeholder relationships, including speaking at meetings and conferences to engage with UK HE institutions, mobility organisations/agencies, government, business and industry and others as appropriate.
7. Ensure regular engagement with UUKi's Outward Student Mobility network, though providing secretariat meetings, providing individual member engagement and support where required (including responding to queries from members) and sending out regular updates to members.
8. Provide secretariat for UUKi's Outward Student Mobility Advisory Board, comprising representatives from UUK member institutions, government and other stakeholder organisations.
9. Send out quarterly newsletters to subscribers, keep the website updated with relevant information and provide briefings on outward student mobility policy developments where required.
10. Line manage the Outward Student Mobility Researcher (1 FTE)
11. Provide a reviewing and monitoring role for ongoing outward student mobility research projects to agreed requirements.
12. Act as formal Programme Manager for UUK's outward student mobility activity and fulfil quarterly reporting obligations.

Any other duties as required by their line manager, cognate with the responsibilities set out above.

This job description may 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.

### UUK Values and Behaviours



**POST: Outward Student Mobility Lead (full-time preferred but other models considered)**

**GRADE: Technical (£37,270-£42,540)**

**RESPONSIBLE TO:** Assistant Director, Partnerships and Mobility, Universities UK International

<b>Essential/ Desirable</b>	<b>QUALIFICATIONS AND TRAINING</b>	<b>ASSESSED</b>
	<b>A. WORK BACKGROUND AND EXPERIENCE</b>	
	<b>A1. Specialist</b>	
<i>Essential</i>	Educated to degree level, or equivalent	<i>Application form</i>
<i>Essential</i>	Experience of working within the higher education sector or a similar sector body	<i>Application form</i>
<i>Essential</i>	Experience of designing and/or delivering student mobility programmes	<i>Application form/interview</i>
	<b>B. SKILLS AND APTITUDES REQUIRED</b>	
	<b>B1 Communication oral and written</b>	
<i>Essential</i>	Demonstrable ability to present complex information in a comprehensive, clear and concise manner	<i>Application form/interview</i>
<i>Essential</i>	Demonstrable ability to analyse complex information, distinguish the key issues and identify the principal policy messages	<i>Application form/interview</i>
	<b>B4 Interpersonal and Team working Skills</b>	
<i>Essential</i>	Ability to build and maintain stakeholder relationships at senior level	<i>Application form/interview</i>
<i>Essential</i>	<b>B6 Persuading/Negotiating</b> Experience of negotiating and influencing others with tact	<i>Application form/interview</i>
	<b>B7 Planning and Organisation</b>	
<i>Essential</i>	Ability to plan and manage their own time, to manage effectively a range of projects and deliver them on schedule	<i>Application form/interview</i>
	<b>C. SPECIALIST KNOWLEDGE REQUIRED</b>	
	<b>C1 Sector Awareness</b>	
<i>Essential</i>	Knowledge of UK higher education	<i>Application form/interview</i>
<i>Essential</i>	Knowledge of outward student mobility policy	<i>Application form/interview</i>
<i>Desirable</i>	Experience of Erasmus+	<i>Application form/interview</i>
	<b>D . PERSONAL QUALITIES</b>	
	<b>D3 Resilience/Pressure</b>	
<i>Essential</i>	Ability to respond flexibly to new developments and to manage priorities accordingly	<i>Application form/interview</i>