

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: International Partnership Development Business Manager (maternity cover)

Accountable to: Director of International

Contract Length: 6 months in the first instance

Hours per week/FTE: 1.0

Weeks per year: 52

Salary: £37,265 - £44,708 pa

Grade: 5

College/Service: International Partnership Development

Location: 20 John Princess Street, London, W1G 0BJ

Purpose of Role:

To manage the International Partnerships Development team ensuring appropriate levels of support and resources are allocated for the effective delivery of the service.

Duties and Responsibilities:

- To manage major international partnership development projects as required, including staff, resources and detailed management information and out put reports as appropriate, including working to any Service Level Agreements.
- To support the Director of the International Office in the management of cross college/service provision: maintaining an overview of cross college course/service issues.
- To manage the IPD administrative team, including responsibility for the recruitment and selection of new staff, the undertaking of appraisal, probation and induction.
- To monitor Quality Assurance resources and budgets, including staff development.
- To manage the administration of the International Partnership Academics projects, reports and generation of dissemination output.
- To manage external partners issues: monitoring receipt of reports; writing an overview report including analysis of International partnership outcomes.
- To liaise and communicate effectively with all levels of college and University staff, as well as external partners from industry and partner institutions.
- To manage the administration of the departmental project completion reports, stage financial reports: monitoring receipt of reports; writing an overview report including analysis of international project issues and insights.
- To promote and ensure adherence to University policies and procedures. Whilst ensuring staff are aware of their responsibilities in meeting the requirements of the contracted agreement i.e. internal members of staff and external partners.
- To undertake a link role between the University and project academics in relation to any project monitoring exercise, to ensure statistical data contained in the stage and final reports correctly reflects all elements achieved in relation to the project outcomes and aims.
- To work in close co-operation with e.g. the University's central Legal team and international units, keeping the staff fully briefed of the University's policies and procedures and ensuring that these are adhered to when developing new project proposals or when setting up both the legal and fiscal framework for new projects.
- To be fully versed in the operational functions of the University's timetabling system with an ability to promote its further development in order to respond to the enhanced reporting functions.
- To introduce and maintain effective reporting and monitoring strategies for all activities of the unit, to ensure effective liaison exists between the international project academics, the Deans and Head of College.

- To provide input in to the development of the College international Strategy, through a developed understanding of the College Annual operating plan as well as the UAL International strategy.
- To manage effective reporting and monitoring strategies for all activities of the unit/team, for full cohesion and input into the College operating and business plan.
- To manage budgets as appropriate.
- To ensure relevant and consistent external liaison and networking activities with stakeholders namely, the British Council, Education Ministers from London based Embassies and relevant European Union Funding bodies – to maintain a sharing of information and activities relevant to the development of LCF globally.
- To enable and enact a UAL recognised procedure for the management of all Information pertaining to the projects and members of staff related to the International Office.
- To ensure the projects that are managed within the International office are documented effectively and are and reported on during the project running and at the final closure points. In doing so produce high quality documentation, including reports, presentations, correspondence and minutes. Which will include the continual monitoring of resources and budgets, including staff development.
- To arrange the effective collection of project payments in accordance with University procedures.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director of the international Office
- International Office team
- International Project Academics

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other: Accommodation; equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: International Partnership Development Business Manager
Grade: 5

Person Specification

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| Specialist Knowledge/ Qualifications | Relevant degree qualification |
| Relevant Experience | Experience of managing international educational projects |
| | Experience of the budgetary management associated with global projects |
| | Experience of creating the dissemination material related to art and design educational consultancy projects |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance |
| Research, Teaching and Learning | Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity |
| | Applies own research to develop learning and assessment practice |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |

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| Student experience or customer service | Builds and maintains positive relationships with students or customers |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |

Last updated: 04/07/2017