

JOB DESCRIPTION

Job Title: International Exchange Manager		Accountable to: Director International Relations Unit	
Contract Length: Permanent	Hours per week/FTE: 35 /1.0 FTE	Weeks per year: 52	
Salary: £38,694.00 - £46,423.00 per annum		Grade: 5	
College/Service: International Relations Unit		Location: High Holborn	

Purpose of Role:

The International Exchange Manager is responsible for the management and administration of the University Erasmus+ contract and associated funds, in accordance with both the University’s financial procedures, and EU and British Council regulations. The post holder will be responsible for leading on the operations of the University’s staff and student mobility activities, and for the implementation of the University’s mobility strategy.

The International Exchange Manager is the central point of contact for all Erasmus+ and non-Erasmus+ mobility activity. This will include the development, implementation and review of the University procedures and requirements and the provision of advice and guidance on the Erasmus+ programme to the University Colleges and other departments. Leading the cross University network of mobility leads within the Colleges, and chairing the Exchanges Steering Group, the postholder will be responsible for liaising with all stakeholders within the University to ensure that all mobility opportunities are effectively managed and promoted.

Duties and Responsibilities

- To be responsible for the management and administration of the University Erasmus+ contract and associated funds, in accordance with both the University’s financial procedures, and EU and British Council regulations.
- To prepare and submit annual bids for Erasmus+ mobility funding; and manage the British Council’s reporting requirements, maintaining an ‘audit ready’ state of compliance with regulations.
- To manage the internal allocation of Erasmus Plus budget.
- To be the initial point of contact for the University’s student exchange partner institutions.
- To oversee the development and delivery of the International Mobility Strategy for the University.
- To offer strategic advice and guidance to senior management on the opportunities, risks and challenges for UK HE and University mobility in a post Brexit context.
- To act as the principal source of expertise on the Erasmus+ mobility programme, and the International Mobility Strategy, within the University and to advise on these matters at all levels within the institution.
- To develop and grow, in collaboration with the Colleges, the network of exchange partners outside the Erasmus programme, in line with the International Strategy.
- To identify and communicate new opportunities for mobility, including external funding.
- To act as secretary to the Europe (Brexit) Strategy Group, supporting the Deputy Vice Chancellor in the setting of agendas and preparation of papers as appropriate;
- To assist, advise and support the Colleges in the implementation of their targets for international mobility for both staff and students.
- To advise and assist Colleges in the implementation of the University Student Exchange procedures, including the preparation and negotiation of student exchange agreements with partner institutions.
- To chair the University’s Exchanges Steering Group, providing leadership and guidance to mobility officers at Colleges, in order to support and facilitate efficient organisation, management and promotion of Erasmus and other mobility opportunities at the University.
- To be responsible for the development and maintenance of database/records of all student mobility partnerships, including prospective opportunities..

- To represent the University on national policy/working groups, and other external events, keeping up to date with European legislation, National Agency policy documents and sector good practice, disseminating and advising accordingly, across the University.
- To lead on the coordination of data collation on all incoming and outgoing students across the University, liaising with other stakeholders (eg University Planning Unit, Academic Registry) to ensure that all data and HESA reporting is accurate and that appropriate systems are in place.
- To monitor, in conjunction with the Colleges, the application to completion cycle of student and staff mobility involving the maintenance of records on the University mobility software, and communication with students and staff as appropriate.
- To liaise with the University's Accommodation Services team around housing for incoming exchange students.
- To be responsible for the training and development of staff within the Colleges for all aspects of student exchanges.
- To devise and deliver promotional events to encourage participation in the Erasmus exchange programme.
- To organise welcome events for incoming exchange students as well as an annual Staff Week for the University's international partners.
- To maintain the University web page and intranet on student and staff exchange opportunities and contacts.
- To liaise with Colleges over the College specific Erasmus+ information on the intranet pages to ensure accuracy and up to date information.
- To manage the central mobility team within the International Relations Unit, specifically, the day-to-day work of the Erasmus Finance Administrator and the International Relations Unit Exchange Administrator.
- To effectively carry out feedback evaluations of the Erasmus+ experience and produce reports on this activity.
- . 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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:

- College mobility contacts; College Directors of International; Academic staff in relation to student mobility; all staff in relation to staff mobility; Incoming and Outgoing students.
- Erasmus Finance Administrator.
- IRU Exchange Administrator.
- The EU Research and Management Department.
- The Study Abroad team.
- The Accommodation Services team.
- The Immigration Compliance team.

Specific Management Responsibilities

Budgets: Institutional Erasmus+ Grant

Staff: Erasmus Finance Administrator and International Exchange Administrator

Other (e.g. accommodation; equipment): N/A

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Relevant qualification. Degree level or equivalent.(E)
Relevant Experience	<ul style="list-style-type: none"> • Significant knowledge and experience of the Erasmus+ programme gained from working in a National Agency or another HE institution. (E) • Experience of administering and managing an Erasmus + budget (E) • Knowledge and experience of developing and implementing guidance and procedures throughout an institution. (E) • A high degree of cultural awareness gained through working internationally or in a multicultural environment. (D)
Communication Skills	<ul style="list-style-type: none"> • Ability to communicate clearly and concisely, explaining complicated matters simply, tailoring delivery methods/media to suit the audience's needs and understanding. (E) • Ability to present compelling arguments to influence and negotiate satisfactory outcomes. (E)

	<ul style="list-style-type: none"> • Ability to be an effective ambassador for the institution at external events and e forums. (E) • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post. (E) • Ability to build productive and enduring relationships between individuals to strengthen working relationships and foster collaboration. (E) • Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting services. (E)
Leadership and Management	<ul style="list-style-type: none"> • Experience of providing induction/training to help new colleagues learn their job, aiding a speedy integration into the team and existing colleagues to improve performance and efficiency. (E) • Proven ability as a line manager assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives. (D) • Ability to clarify, plan and prioritise own work and that of the others/team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives. (D)
Planning and Managing Resources	<ul style="list-style-type: none"> • Experience of managing time and other resources effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with team/individual objectives and within budget. (E) • Experience of managing budgets. (E)
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups. (E) • Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress through appraisal/probation and dealing with any difficulties. (E)
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust. (E) • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. (D)

	<ul style="list-style-type: none">• Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings. (E)
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