



Job Description

Post/Job Title:	Global Engagement Manager
Postholder:	N/A
Ref:	TBA
School/Service:	OVC
Group/Department:	Global Engagement Hub
Normal hours per week:	Full-time (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Duration if temporary:	Fixed-term (10 months)
Grade:	7
Accountable to:	Senior Global Engagement Mobility Manager

Job Purpose

The vision of BU2025, 'to be recognised worldwide as a leading university for inspiring learning, advancing knowledge and enriching society through the fusion of education, research and practice' requires the university to be internationally connected across all University functions.

This role will be responsible for undertaking the operationalising, governance and project management for a key externally funded student mobility project which supports the development and delivery of the University's internationalisation's efforts.

Reporting to the Senior Global Engagement Mobility Manager and working as part of wider Global Engagement Hub, the post holder will primarily focus on supporting the implementation and delivery of the key externally funded student mobility project across its priority areas. The post holder will take responsibility for the grant management and co-ordination of key activities including regular monitoring and evaluation and reporting of the overall project activity. The post holder will also undertake regular research and analysis to provide horizon scanning reports for the international mobility portfolio.

Main Responsibilities

Operational/Business Support

1. To ensure compliance and provide high-level support to meet specific strategic and operational objectives of the key externally funded international student mobility project.
2. Shape the operationalization of the grant funding and support and benchmark this with quantitative and qualitative evidence based on lessons learned internally and from other organisations.
3. Support the Global Engagement Hub operations core strategic development and operational project management with particular focus on responsiveness and efficiency. Support in the co-ordination and development of core processes to develop and deliver key externally funded projects.
4. Establish and maintain effective relationships with senior managers, academics, partners, corporate groups and other stakeholders to understand and document the complex, interdependent and wide-ranging business needs of the Global Engagement Hub.
5. Support the international partnership development activity working across the university and following up with potential partners, clients and other stakeholders as necessary.

Projects Coordination

6. Lead, coordinate and undertake agreed cross University projects and aligned targets associated with the grant agreement of the externally funded projects. This entails discussions and coordination across a range of professional service areas and schools/faculties.
7. Identify, shape, scope and design work packages and plans, including estimating budgets and benefits and setting target milestones.
8. Take responsibility for coordinating the effective delivery of some work packages, including the planning and management of own and others activities.
9. Produce project documentation in line with BU standard templates and procedures.
10. Support and adhere to the governance process and standards for BU Programme Management for the Global Engagement Hub.

Events Support

11. Lead, coordinate and support the management of key events associated with the Global Engagement Hub.

Research and Analysis

12. Support with the preparation of papers/presentations/speeches for relevant internal and external Global Engagement meetings to include horizon scanning, co-ordinating the compilation of core business intelligence and literature.

Other

13. Liaise with senior staff across the University as appropriate in support of the Senior Global Engagement Mobility Manager, the Head of International Partnerships and the Global Engagement Hub. Support the Senior Global Engagement Mobility Manager in maintaining professional relationships with senior colleagues at regional, national and international higher education institutions, professional bodies, associate centres and other institutions as appropriate.
14. Provide status updates to the Senior Global Engagement Mobility Manager and ensure that risks and issues are noted and raised appropriately.
15. Build a good understanding of new and emergent technologies and how they can support and be assimilated into business processes.
16. Provide support with any other duties within the scope and grade of the post.

Dimensions

Responsible for secured funds related to international mobility and experience
Line-management of Global Engagement Coordinator(s) and other posts as agreed.

Contacts

Internal: Global Engagement Hub; Academic Services; Academic and Administrative staff within

Faculties and Administrative staff within other Professional Services.

External: Colleagues at all levels from a range of international partners, UK HE institutions and external overseas student mobility providers. This can also include a range of further private and public organisations.

Challenges

The post holder will play a pivotal role in ensuring the student mobility grant management is compliant and supports BU2025. Maintaining accurate records and providing reports will be critical. Ensuring that opportunities are well communicated throughout BU and that all stakeholders are clear as to the purpose and benefits of student mobility. International student mobility funded programmes are a complex and challenging area of the University's work.

Information Governance Responsibilities

Data User

i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.



Person Specification

Post / Job Title: Global Engagement Manager	Post No: TBA
School / Service: OVC - Global Engagement Hub	Date: September 2024
SELECTION CRITERIA	Essential/ Desirable
Knowledge (including experience & qualifications)	
Bachelor Honours Degree or equivalent	E
Proven track record of defining and delivering improved processes and ways of working.	E
Relevant experience of gathering and interpreting complex business requirements and applying logical analytical insight into business issues	E
Knowledge of industry best practice and techniques for researching sector and international standards	E
Relevant experience of grant management of externally funded programmes	E
Technologically aware and innovative	E
Knowledge of business process improvement tools and techniques	E
Experience of line-management	D
Relevant project management qualification (e.g. PRINCE2 or similar)	D
Understanding of policy context of international higher education	D
Experience of Public Sector, preferably Higher Education	D
Skills	
Excellent verbal, written, presentation/facilitation and interpersonal skills	E
Strong analytical and process design skills	E
Capability to document processes and designs in such a way that both the IT and non IT stakeholders can easily understand the solution.	E
Exceptional standard of written English with the ability to condense relevant and important elements from large volumes of information, summarise complex debates and capture the key elements, including action/decision points	E
Excellent numerical and analytical skills	E
Proficient in the use of Microsoft Office products, including Word, Outlook, PowerPoint and Excel	E
Ability to liaise effectively with Senior Management staff as a group and on an individual basis	E
Excellent interpersonal and diplomatic skills	E
Ability to maintain the highest level of confidentiality and to be able to operate with great discretion	E
Ability to work under pressure and prioritise tasks	E
Ability to work flexibly to accommodate changing priorities and deadlines	E
Evidence of organisational ability and planning skills	E
Attributes	
Ability to analyse and prioritise competing business needs	E
Ability to negotiate effectively	E
Able to facilitate discussions with senior managers and academics which challenge current ways of working	E
Self-motivated and well organised	E
Self-reliant and pro-active	E
Ability to work in a matrix and/or independently	E
High levels of cross-cultural awareness	E