

**Support and Professional Services**

**International Office**

**Senior International Officer**

**ZZ601858**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £33,943 - £37,075 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Senior International Officer |
| **Grade:** | 7 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | International Office  Nuffield Building |
| **Position Reference No:** | ZZ601858 |
| **Cost Centre:** | 47500 |
| **Responsible to:** | Regional Manager |
| **Responsible for:** | International Officer |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| To support the University of Portsmouth’s corporate strategy to enhance and increase its international profile by undertaking recruitment activities in international markets, attending exhibitions, managing agents and generating links with international partners. |

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| **Key Responsibilities:** |
| **Key Accountabilities**  **Recruitment (45%) –** to assist in the development and implementation of strategies for recruitment in a defined geographical region, to include representing the University supporting international collaboration and attending recruitment exhibitions and other related events, setting and achieving targets, both student and financial  **Marketing (20%) –** to research, develop and implement a marketing plan for a defined geographical region in conjunction with the Regional Manager, the International Director and Faculties  **Networking (15%) –** to develop and manage a network of contacts by recruiting and appointing agents, develop and maintain close links with government sponsors, develop contact within international educational institutions, British Council and consular staff, University of Portsmouth alumni and Faculty International Coordinators  **Administration (20%) –** to operate the delegated responsibility for making decisions to offer study programmes to international students in line with University regulations and pre-requisites  **Tasks** **Recruitment**  1. To set strategy for recruitment in a defined region, in conjunction with the Regional Manager and the International Director. 2. To prepare and organise attendance at international exhibitions and visits, including identifying and briefing additional team members from University academic and service departments. 3. To counsel students at and following international education exhibitions, visits to schools, colleges, universities and agents offices, preparing itineraries, promotional material, and follow up activity. 4. To manage special subject related recruitment initiatives for the particular target markets.  **Marketing**  1. To research and develop market analysis, assisted by the marketing team, to build market intelligence, expert cultural knowledge and relationships with key influencers 2. To prepare Marketing business plans in conjunction with the Regional Manager and academic department plans. 3. To prepare evaluative reports on the success of international exhibitions/recruitment visits.  **Networking**  1. To source and recommend new agents 2. To development and manage relationships with appointed agents 3. To develop and maintain close links with government sponsors. 4. To develop associations with partner institutions in conjunction with academic departments. 5. To participate and contribute to the working relationship between the International Office and Faculties within the University of Portsmouth 6. To contribute to the welfare of new and continuing students through involvement in the Orientation programme, social events, societies and focus groups.  **Administration**  1. To assess and make study programme offers to student applicants. 2. To contribute to the development of the International annual report. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of international higher education markets | E | AF, S, |
|  | Experience in an international recruitment / marketing role within the education sector | E | AF, S |
|  | Experience of working in differing cultural environments | E | AF, S |
|  | Experience of living, working or studying overseas | E | AF, S |
|  | Knowledge of issues related to the admission of overseas students | D | AF, S |
|  | Knowledge of higher education issues | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication and presentation skills, both written and oral | E | AF, S |
|  | Strong interpersonal skills and the ability to deal with a variety of people, across levels and culture | E | AF, S |
|  | Ability to work independently in challenging cultural environments | E | AF, S |
|  | Confidence in decision making | E | AF, S |
|  | Excellent organisational skills | E | AF, S |
|  | IT skills including confidence with Microsoft Office packages email, electronic diary and web browsers | E | AF, S |
|  | Staff management/supervision | D | AF, S |
|  | Facility in a relevant foreign language | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Good UK honours degree (or equivalent) | E | AF |
|  | Postgraduate degree | D | AF |
|  | Professional marketing qualification e.g. CIM / professional qualification associated with Marketing | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Cultural awareness and sensitivity | E | AF, S |
|  | Flexibility | E | AF, S |
|  | Stamina and resilience for travel and unsocial hours | E | AF, S |
|  | Professional attitude, conduct and self-presentation | E | AF, S |
|  | Self motivated | E | AF, S |
|  | EU/EEA passport holder | E | AF, S |
|  | Demonstrable business / commercial awareness | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirableSource of evidence: AF = Application Form;

S = Selection Programme (including Interview, Test, Presentation, References)

1. **JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [this link](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.** | | | |
| 1. International travel/Fieldwork | ♦ | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) | ♦ | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | ♦ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nano-materials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc) ♦ | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Paul Swannie |
| **Date** | January 2017 |
| **Extension number** | 3403 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.