**Faculty of Humanities**

**Associate Dean, Internationalisation**

**Job Specification**

**Responsible to**

Vice President and Dean, Faculty of Humanities.

**Overall purpose**

The post-holder will be responsible for leading the further development and implementation of the Faculty’s internationalisation strategy in accordance with the University's overall strategy. The person appointed will report directly to the Vice President and Dean and will also work in close collaboration with Heads of School, Associate Deans, Senior PSS Officers and the Division of Student Recruitment and International Development, to ensure that internationalisation is embedded across the Faculty’s activities. The post holder will chair the Faculty Internationalisation Strategy Group and will work closely with members of this group to ensure that the overall strategy is translated into focussed operational priorities and key performance indicators. The post holder will also represent the Faculty on the University Internationalisation Strategy Group and ensure that University priorities are communicated and acted upon within the Faculty of Humanities and that activities within the Faculty are communicated to the University.

**Key Duties and Responsibilities**

* To lead and coordinate the development and implementation of the Faculty’s internationalisation strategy, ensuring alignment with the University's internationalisation strategy.
* To evolve governance arrangements for internationalisation within the Faculty which support effectively the implementation of the internationalisation strategy, but which also recognise that much of the activity will be embedded in the work of the Associate Deans.
* To be a member of the Dean’s Advisory Group, Faculty Senior Management Team, and Humanities Policy and Resources Committee, contributing to the formulation and implementation of Faculty strategy, policy and operational priorities.
* To chair the Faculty Internationalisation Strategy Group and represent the Faculty on the University Internationalisation Strategy Group – ensuring University priorities are communicated and acted upon within the Faculty of Humanities and that activities within the Faculty are communicated to the University.
* To ensure that the internationalisation strategy is translated into focussed operational priorities and key performance indicators, and that progress is regularly reviewed by the Faculty Internationalisation Strategy Group.
* The post holder will lead on a number of key areas including:
  + identifying and setting up strategic partnerships to support research, student recruitment, Business Engagement and other areas of value generation;
  + leveraging funding from major international organisations (e.g. Fulbright Commission);
  + extending the use of the alumni network in support of the internationalisation agenda;
  + working with the University Language Centre to develop its contribution to internationalisation across the Faculty and University.
* The post holder will also support other Faculty Officers in internationalising their portfolios with a particular emphasis on:
  + increasing significantly research funding from international sources;
  + developing diversification strategies for international student recruitment;
  + extending student mobility and the internationalisation of the student experience through curricular and non-curricular innovation;
  + through improved marketing and branding, raising the Faculty of Humanities’ international profile.
* Where necessary, to establish other mechanisms to support the implementation of the strategy (e.g. groups focussed on particular countries or regions), ensuring that the work is tightly focussed and results in tangible outcomes (e.g. development plans).
* To undertake international visits in accordance with priorities established by the Faculty internationalisation strategy and in liaison with the Division of Student Recruitment and International Development.
* To work with the Associate Deans for Teaching, Learning and Students, Research, Postgraduate Research, and Social Responsibility to ensure that the internationalisation agenda is incorporated into their respective areas. To attend relevant committees as appropriate.
* To represent the Vice-President and Dean within the University and externally.
* To undertake such other tasks as deemed appropriate by the Vice President and Dean, in furtherance of the Faculty’s strategic plans and objectives.

**Person Specification**

The post-holder must possess the following skills, knowledge and qualities:

* An understanding of, and commitment to, the internationalisation goals of the University and Faculty, and the ability to further develop and implement the Faculty internationalisation strategy;
* An understanding of the current context in which the HE sector operates;
* A successful record of undertaking at least one significant academic leadership role;
* A successful track record of effective academic leadership to support strategy implementation;
* Demonstrable ability to translate strategy into tangible operational objectives.
* Excellent interpersonal skills.