



Candidate Information

Position:	International Project & Development Manager
School/Department:	School of Nursing and Midwifery
Reference:	21/109382
Closing Date:	Monday 6 December 2021
Salary:	£34,304 - £40,927 per annum
Anticipated Interview Date:	Friday 17 December 2021
Duration:	Available until 30 October 2023

JOB PURPOSE:

The School of Nursing and Midwifery is a key partner in internationalisation and partnership contractual agreements. The post holder, reporting to the Director of Internationalisation, will provide professional and administrative support to these initiatives and will be responsible for carrying out a range of associated duties in designated areas, including project management, programme management, student recruitment and support, internal and external stakeholder management, placement management, quality assurance, policy and guidance formulation implementation and strategic planning.

Networking and promoting international connectivity will be a vital part of the role and the post-holder will be expected to lead on and organise regular events for faculty and school personnel, clinical practitioners, students and potential students; build strong and sustainable relations; and raise the profile and reputation of the School and University. A key function of this role will require the post holder to display an ability to work reliably and independently to support an agile approach, utilise excellent communication skills and abilities and demonstrate an excellent organisational capacity and effectively utilise the most current and emerging digital technology.

MAJOR DUTIES:

1. To provide project management leadership for the successful development, implementation and review of Internationalisation initiatives in the School.
2. Monitor and maintain progress of project plans to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
3. Co-ordinate, plan, minute and monitor progress against action plans agreed by the Director of Internationalisation. Co-ordinate connectivity between all stakeholders, liaise with practice and higher education partners and provide high level stakeholder management.
4. To provide high quality efficient and effective administrative support for all aspects of the School's international projects, initiatives, programmes and student support.
5. Service committees and working groups as required, including the preparation of agendas, minutes, committee papers and reports. Including preparation and presentation of appropriately detailed reports and presentations to internal and external stakeholders.
6. To provide support to the Director of Internationalisation including developing and maintaining practices and procedures to ensure high quality delivery of programmes, ensuring appropriate quality and governance arrangements are in place and fully adhere to University and Professional Regulatory requirements. Ensure timely production of reports to meet internal and external requirements.
7. To plan, deliver and monitor practice placements for international students by liaising with placement providers, students, and Sponsors. To prepare students for placement and negotiate placements and match these with student aspirations. To co-ordinate student registration, induction, and welcome activities and provide guidance and support to students. To provide quality assurance for international student placements including administering a placement evaluations process to assist with a quality improvement to placements.

8. To assist with the planning and execution of recruitment events, marketing activities, student experience initiatives, engagement and communication strategy, social media campaigns, publication design to support all aspects of School Internationalisation activity.
9. To assist in the production of academic support materials including catalogues, marketing brochures, web-based information services and guidance documentation.
10. To work closely with the Director of Internationalisation to contribute to the development and support of the School's internationalisation strategy and supporting plans, policies and processes by providing advice and recommendations to facilitate the interpretation and resolution of specific issues/problems in conjunction with other key internal/external personnel as appropriate.
11. Undertake any other duties that might arise and that are in keeping with the grade of the post.

Planning and Organising:

1. Prepare and manage appropriately detailed short, medium and long term developments and initiatives in line with the objectives of the School.
2. Assume a lead role in monitoring and improving administration and reporting systems (ensuring compliance with statutory, regulatory, scholarship and sponsorship requirements).
3. Organise individual/and team activities with an appreciation of longer-term planning issues, ensuring complementation of efforts, connectivity and linkage with broader operational objectives.
4. Plan and organise own work and that of team to maximise service quality, efficiency and continuity.
5. Monitor and review project progress, ensuring adherence to agreed strategy and achievement of short and longer term aims and objectives.
6. Implementation of guidance policies and business plans and adherence with professional, regulatory and quality standards.
7. Lead on the management of conflicting and changing priorities and recognising challenging complexities that exist in the continued development and implementation of projects.

Resource Management Responsibilities:

1. Assist in overseeing resources and offer input to ensure that finances are appropriately and efficiently managed and monitored.
2. Organise own work and advice, to meet school/department/ work unit objectives.
3. Ensure awareness of budgetary contractual and action timelines for projects.
4. Identification of resource requirement that is timely structured and sequential.

Internal and External Relationships:

1. Maintain effective working relationships with key stakeholders, including international partners and Northern Ireland Health and Social Care Trusts, maintaining appropriate communication networks and presenting a professional image appropriate to the expectations of the School.
2. Attend internal and external meetings to ensure that work issues are appropriately represented and reported.
3. Liaise with contacts in the School and wider University body to support own work activities/specific tasks, as required.
4. Co-ordinate activities and communicate across and outside the University and contribute to collaborative initiatives, projects or events.
5. Liaise with students.

ESSENTIAL CRITERIA:

1. *Degree or equivalent qualification or substantial relevant experience.
2. *A minimum of three years' recent relevant administration experience in an education, business or office environment to include evidence of:
 - planning and project management
 - stakeholder/partner management
 - working with international HE partners
 - student administration/support
 - programme management
 - using formal project management techniques to deliver successful projects.
3. *Evidence of relevant committee servicing, management and membership, including production of high-quality reports, analysing statistical information, report writing, presentation skills, and progressing work through committees/working groups.
4. *Experience of planning and progressing work activities within organisational plans and policies.
5. *Evidence of positive negotiation and influencing skills.

6. Relevant knowledge and understanding of the Higher Education sector and the delivery of education in the workplace.
7. Evidence of ability to exercise initiative, use of independent judgment, and cognitive agility.
8. Evidence of using a wide range of IT packages including advanced use of Microsoft Office/and or other appropriate software tools.
9. Knowledge of digital technologies in learning and teaching.
10. Evidence of planning and organising activities and events including experience of effective marketing, advertising and communication strategies.
11. Excellent oral and written communication skills
12. Ability to understand, communicate and present information effectively to a wide range of stakeholders within a national and international context.
13. Evidence of ability to work as part of a team.
14. Evidence of the ability to manage a varied workload, produce accurate work, under pressure and within agreed deadlines.
15. Evidence of strong interpersonal and networking skills with the ability to build effective working relationships.
16. Ability to bring a positive, creative and flexible approach to resolving problems.
17. Flexibility and willingness to work irregular hours to meet the requirements of the post.
18. Willingness to undertake travel in accordance with the needs of the post as required.

DESIRABLE CRITERIA:

1. *Relevant postgraduate qualification.
2. *Experience of administration in higher education and knowledge of quality assurance issues and practices in Higher Education.
3. *Experience and knowledge of University regulations, policies, practices and procedures in relation to student and academic matters.
4. *A professional project management qualification.
5. Relevant knowledge and understanding of the delivery of Healthcare Education.