

Candidate Information

Position: Head of Campus Development
School/Department: Chancellery
Reference: 25/112832
Closing Date: Monday 1 September 2025
Salary: £51,016 to 62,695 per annum
Anticipated Interview Date: Wednesday 10 September 2025
Duration: 1 year

JOB PURPOSE:

As a core member of the GIFT City leadership team, this role will collaborate closely with the Dean of GIFT City to implement the campus strategy and ensure the campus is fully operational and aligned with QUB's goals and standards.

This role will serve as the principal link between QUB's GIFT City operations and its main Belfast campus, working directly with QUB's professional services teams to align policy, procedures, and delivery. The Head of Campus Development will be QUB's key representative on the ground in GIFT City, responsible for creating a thriving campus culture and delivering an outstanding student experience, while spearheading operational readiness and ongoing delivery.

MAJOR DUTIES:

1. Working with the Dean of GIFT City, contribute and deliver operational and strategic plans to support the proposition and delivery plans.
2. Lead the implementation of initiatives that align QUB's goals with GIFT City's unique opportunity.
3. Develop strong working relationships with QUB's Faculties and service teams in Belfast (such as Estates, Student Services, Registry, Finance, IT, and Marketing).
4. Be the GIFT City lead to engage with Global Mobility service to ensure all staffing contracts are aligned to current policy and global mobility consultancy advice.
5. Ensure QUB's policies, procedures, and services are effectively implemented and tailored to GIFT City's context.
6. Act as QUB's principal representative on the ground in GIFT City, developing relationships with regulators, industry, education providers, and civic authorities.
7. Promote QUB's reputation and profile, identifying opportunities for collaboration and partnership.
8. Lead delivery of QUB's unique education and research proposition at GIFT City.
9. Provide operational oversight to translate QUB's strategic goals into a scalable delivery model.
10. Develop and implement plans to provide a rich and supportive student experience on-campus including health and wellbeing services to clubs, societies, and employability initiatives.
11. Foster a strong sense of community and QUB culture amongst GIFT City students and stakeholders.
12. Support the establishment and ongoing delivery of facilities, health and safety, and administrative services on-campus.
13. Ensure QUB's operations at GIFT City conform to local regulations, QUB policy, and health and safety standards.
14. Mentor and lead cross-functional teams, fostering a culture of innovation and collaboration to support the campus's academic and operational success.

ESSENTIAL CRITERIA:

1. Primary degree.
2. Significant experience of transnational education (TNE) projects including senior level responsibility for academic or operational delivery.
3. Experience developing and delivering education initiatives in a complex, multi-stakeholder environment.
4. Understanding of the Indian education and student recruitment market, with previous experience of student recruitment and admissions (both in the UK and abroad).

5. Ability to represent QUB effectively and form strong relationships with regulators, industry, education providers, and civic authorities.
6. Demonstrated ability to analyse data and stakeholder feedback to drive strategic improvements in educational programs.
7. Proven track record of leading and mentoring diverse teams in international and/or transnational education (TNE) settings.
8. Experience of being collaborative, adaptable, and decisive, with the ability to resolve issues quickly and implement solutions on the ground.
9. Experience designing and delivering an outstanding student experience, including health and wellbeing initiatives to employability and community-building.
10. Strong interpersonal, communication, and influencing skills with the ability to connect QUB's policy, procedures, and culture to a new international context.
11. Project and financial management expertise with the ability to translate strategy into delivery plans and control budgets effectively.
12. Willingness to undertake significant travel between Belfast and Ahmedabad, including a significant period of time spent in India.

DESIRABLE CRITERIA:

1. PhD
2. Experience of developing a Higher Education campus from initiation to delivery.
3. Experience of working in India.
4. Experience in project management.
5. Formal project management certification (e.g., PRINCE2, PMP, or Agile methodologies).
6. Formal change management certification (e.g., APMG, or ACMP).
7. Experience in the development / re-development of institutional policies, procedures, and contracts
8. Experience of planning, managing, and co-ordinating international events/ conferences/ global mobility.
9. Contract and Supplier Management experience.
10. Experience of living and working in foreign countries (particularly in developing countries).
11. Understanding and experience of the student lifecycle, at both UG and PG levels.