Leeds University Business School

Head of International Relations (Associate Dean)

This is an exciting time to join Leeds University Business School. Ranked in the UK top ten for Research according to the Research Exercise Framework (2014), we are proud to have ‘triple accreditation’ from the three leading international bodies, AACSB, AMBA and EQUIS, and we are one of only three Business Schools to hold the prestigious gold standard for the Small Business Charter. With over 2,600 students from more than 80 countries, Leeds University Business School is internationally renowned for the quality of its teaching, its research and its facilities. Our work covers the full spectrum of business disciplines. We teach undergraduate, masters and doctoral students, deliver executive education and consultancy and create new knowledge through our research.

Our new Head of International Relations will further our global reach, building educational partnerships, research collaborations and consultancy around the world. The focus of the role is to lead and develop the School’s strategy for building international academic partnerships, developing and expanding a lucrative network of international commercial links to support our mission to make an exceptional impact on business and society globally through leadership in research and teaching.

The role would suit individuals from either an academic or professional background, who understands the HE context and the significance of the internationalisation strategy. Candidates must have experience of developing links, partnerships and international collaborations. The ability to persuade, influence, motivate, and establish credibility with a wide range of stakeholders, is essential. We also require an innovator who can lead change and work effectively across teams.

Further information about the Faculty is available using the following web link www.business.leeds.ac.uk

University Grade 9 (£47,328 - £54,841 p.a)

Informal enquiries may be made to either Professor Peter Moizer, Dean of the Faculty, tel +44 (0)113 343 4499, email P.Moizer@lubs.leeds.ac.uk; or Professor Cathy Cassell, tel +44 (0)113 343 0612, email C.Cassell@leeds.ac.uk

If you have any specific enquiries about your online application please contact the Faculty HR Team: jobs@lubs.leeds.ac.uk

Ref: LUBSC1034

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Dean
Reports to: Dean

Job Summary

The Head of International Relations will support the Dean, the Deputy Dean, the Pro Deans for Research and Innovation and Student Education, as well as other key stakeholders, to develop and deliver the Faculty’s internationalisation strategy. This is a key strategic role, with internationalisation being a significant priority. The development and enhancement of partnerships and collaborations with international institutions in relation to both research and learning and teaching is crucial to our continued success. This is an important leadership role in the Faculty, contributing to decision making at the most senior level, providing strategic direction, identifying and leading on projects, ensuring systems and resources are in place to deliver our international research and teaching agendas. Effective implementation of these agendas will require close liaison with the Faculty’s Head of Marketing, Student Education Manager and Professional Development Hub Co-ordinator. The role will also have close links to the University’s International Office, developing and supporting international partnerships which impact across the institution.

Where the post holder has an active research portfolio there will be an allocation of time to support this.

Main duties and responsibilities

- Review and develop the Faculty’s International Strategy, working closely with the Dean, Deputy Dean, Pro Deans and other key stakeholders to define and implement LUBS’ international success.
- Work with the Dean, Deputy Dean and Pro Deans to identify, develop and maintain appropriate international strategic alliances, sourcing and engaging with quality international partners across the world to further the School objectives for research and impact and learning and teaching.
- Develop and lead the School’s strategy for building international corporate partnerships and executive education.
- Work with the Dean to build and maintain a fruitful international corporate network, to enhance employer engagement with the Faculty’s activities and add an international dimension to the Faculty’s governance.
- Provide input into the Faculty’s strategy to secure external income to support and enhance strategic research partnerships.
- Provide overall leadership, direction and support across the Faculty in relation to internationalising research and internationalisation of the student experience.
- Work with the Pro Dean for Research and Innovation, the Heads of Research Centres and other key academics across LUBS to identify opportunities and build effective international partnerships which support and enhance the Faculty’s research agenda.
• Work with the Pro Dean for Student Education to identify opportunities for joint degree programmes and to establish processes for their implementation.

• Take the lead role in addressing international priorities identified as part of the accreditation process.

• Work with the Pro Dean for Student Education, Directors of Postgraduate and Undergraduate Student Education, Head of Marketing, Education Service Manager and Professional Development Hub Co-ordinator to determine the assignment of projects, delivery of services and any associated training needs which support international student recruitment and international education activities across the Faculty.

• Work with the Professional Development Hub Co-ordinator in the strategic development and prioritisation of international opportunities in Undergraduate (UG), Postgraduate (PG) and Postgraduate Research (PGR) programmes.

• Represent the Faculty internally and externally, attend and Chair committee meetings as required.

• Interact at senior levels across the University, including regular liaison with the Head of the International Office, to support the University’s partnership agenda, engaging with specific projects/initiatives and longer term strategy development.

• Ensure the dissemination of international collaboration opportunities and develop coordinated initiatives within and beyond the Faculty in response to these opportunities.

• Foster credibility in the eyes of key internal and external stakeholders ensuring effective high-level communications at all times.

• Work with the Head of Marketing to develop the Faculty’s international recruitment strategy and enhance LUBS international profile, including supporting overseas alumni activities.

• Leading project teams and providing support and guidance in the implementation of changes which support internationalisation.

• Disseminate information about international developments within the Faculty through the University newsletter, Faculty website and so on.

• Undertake frequent international travel to represent the Business School in establishing and managing relations with appropriate institutes overseas.

• Any other duties as may reasonably be required, consistent with the grade of the post.
Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://jobs.leeds.ac.uk - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.
Person Specification

Essential

- A good honours degree or equivalent professional experience
- Ability to identify new opportunities and to take action to promote new areas of work
- Understanding of the Higher Education context and the significance of developing the internationalisation strategy
- Experience of developing links, partnerships and international collaborations
- An understanding of the strategic drivers for international partnerships
- Excellent verbal and written communication skills
- Ability to build effective working relationships across teams
- Ability to establish credibility with a wide range of stakeholders
- Ability to persuade, influence and motivate staff
- Significant experience of leading and managing projects
- Highly developed intercultural skills and awareness
- An imaginative and innovative thinker
- Experience of leading and managing change
- Excellent problem solving and decision making skills
- Ability to work independently and as part of a team
- Ability to establish sustainable networks
- Flexible and adaptable
- Willingness to travel abroad frequently, often for 1-2 weeks at a time

Desirable

- Fluency in at least one other language
Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk

Disabled Applicants

The post is located in the Maurice Keyworth Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel +44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.