**ROLE DESCRIPTION**

**Associate Dean (International)**

**Division of XXXX**

**General**

The Associate Dean (International) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXXX on matters related to internationalisation, and in accordance with the strategic directions and policies of the University. The Associate Dean (International) will take a leadership role in coordinating engagement between the Division and the International Office.

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide support and advice to the Pro-Vice-Chancellor on international academic developments and internationalisation
* Provide academic leadership in the area of internationalisation
* Support the Heads of Department and academic staff in the Division to develop and grow their international connections and collaborations by ensuring the Division is using its, and the wider University’s, international networks and relationships well
* Represent the Division at the University level on internationalisation matters
* Act as the first point of contact on internationalisation matters for staff within the International Office
* Serve on behalf of the Pro-Vice-Chancellor as required

**Key Tasks**

* Provide academic leadership for internationalisation in the Division by ensuring that best use is made of existing networks for research, exchange and benchmarking opportunities and establishment of new international collaborations
* Provide academic input to proposals for new papers in the Division that are aimed at the international market
* Develop and implement the Division’s internationalisation strategy
* Oversight of Student Exchanges, and liaison with the International Office to review exchange partners in consultation with key Divisional staff involved in the programme
* Engage with international student alumni to help build sustainable networks
* Represent the Division on the University Internationalisation Committee and other appropriate committees/working parties and at appropriate fora
* Support the University’s international marketing and recruitment activities, including, where appropriate and where the Division permits, travelling and engaging off shore
* Mentor fellow academics, as appropriate, on internationalisation matters
* Other duties as specified by the Pro-Vice-Chancellor, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (International) will:

* have an interest and experience in the development of internationalisation
* be an experienced member of the Division’s academic staff with leadership skills and strong research experience and excellent teaching ability
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Divisions

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy Pro-Vice-Chancellor (if the position exists)
* Director International Office
* Deputy Vice-Chancellor (External Engagement)
* Associate Deans (International) from other Divisions
* Associate Deans within the Division
* Deans, Heads of Departments, Heads of Schools, and Leaders of Research Centres
* Staff in the Divisional Office
* Academic and support staff and students in the Division
* Deputy Vice-Chancellor (Research and Enterprise)
* Deputy Vice-Chancellor (Academic)
* Academic staff in the wider University

**Division-specific Key Tasks**

**Commerce (currently 0.2 FTE)**

* Management of international aspects of accreditations (EQUIS, AACSB, PIM network)
* Work closely with the Division’s Academic Advisor International (0.4 FTE) and Student Support International (0.2 FTE) staff
* Meet and greet international delegates and visitors to the Division

**Humanities (currently 0.2 FTE)**

* Responsible for monitoring international teaching developments and degree structures and ensuring that the Division’s international projections takes account of these.
* Provision of timely advice on international student applications affecting the Division
* Facilitation of academic mentoring of international students

**Sciences (currently 0.2 FTE)**

* Define science-appropriate exchange partners in consultation with key Divisional staff involved in the student exchange programmes
* Engagement with visiting staff from current and prospective exchange partners

**Health Sciences (currently 0.2 FTE)**

* Develop a solid understanding, and maintain oversight of, admissions processes and targets for international students across the Division
* Work closely with the Health Sciences person who provides international support (0.6 FTE) covering the following roles: academic advisor, student academic support, and intercultural competence support for staff and students