

JOB DESCRIPTION

JOB TITLE: INTERNATIONAL MANAGER

POST REF: 08/111

REPORTS TO: Director of Higher Education and International Provision

DATE: March 2012

JOB PURPOSE: To be responsible for developing and implementing strategies for bringing international students and work to Canterbury College

To build and maintain the College's reputation for high quality international provision

KEY RESPONSIBILITIES:

1. To identify opportunities for attracting international income and students to the College, both non-EU and EU.
2. To develop strategies and practices to support and retain international students and to enable them to success
3. To develop and monitor practices that assure the welfare of the College's international students
4. To assume operational responsibility for all learning and training delivered to international students

DETAILED RESPONSIBILITIES:

5. To implement operational plans to support the College's strategic plan
6. To assume responsibility for the learner experience and quality of provision for international provision, drawing on support from cross college teams as required.
7. To plan a coherent, well-marketed and broad range of learning opportunities to meet the needs of international markets
8. To liaise with Section Managers on the planning of staff and other resources to meet the strategic planning and operational requirements of the provision
9. To contribute to the college's marketing strategy with regard to international provision
10. To manage and co-ordinate the monitoring and evaluation of student progress and ensure high quality learner support for international students
11. To contribute to the College's commitment to continuous improvement through the College's self assessment process and development planning
12. To line manage any staff assigned to you
13. To identify opportunities for internationally focused curriculum development in line with demand from international markets
14. To identify opportunities for partnership work with relevant organisations to deliver provision to international customers
15. To implement a monitoring, tracking and reporting process for international students
16. To undertake an evaluation of the international contracts against the agreed contract criteria

17. To work effectively with overseas agencies
18. To report on a regular basis on all aspects of contract progress and outcomes to the Director of Higher Education and International Provision and to the senior management team
19. To ensure that the College's international work complies with legislation and best practice, particularly with regard to equal opportunities and race relations
20. To maintain an up-to-date knowledge of international markets and contract opportunities
21. To manage the international contracts in such a manner as to comply with any auditing requirements
22. To identify enrichment and cultural experiences for international groups where appropriate
23. To oversee the welfare, accommodation and pastoral care of international students, including advice and guidance on visas, funding and English language support

OTHER RESPONSIBILITIES:

24. To implement the College's Equal Opportunities policy.
25. To participate in the College's appraisal process and to undertake appropriate training and development activities or programmes.
26. To ensure awareness of and compliance with all Health and Safety regulations.
27. To undertake other duties as directed by the Director of Higher Education and International Provision which are commensurate to the level of the post.

The post holder will not be required to undertake an annual teaching commitment.

GENERAL BEHAVIOURS

- 1) The College expects that you will work to the highest professional standards and undertake your responsibilities to the best of your ability, setting an example to the staff that you lead and that you will encourage them to work as a professional team.
- 2) You should be courteous in your dealings with colleagues, students and visitors to the College.
- 3) You will exhibit a positive drive in your desire and efforts to provide learning that will support the College's learning strategies at a level acknowledged as being at the highest level within the further education sector.
- 4) As a manager in the College you will act with integrity and probity.

TERMS AND CONDITIONS

Canterbury College Scheme of Conditions of Service

37 hours per week. Established Post.

Some out of normal office hours and weekend work will be necessary, as will a willingness to travel

Salary starting at: £35,057 per annum

Canterbury College is an Equal Opportunities employer

PERSON SPECIFICATION

International Manager

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

| | Requirement | Means of assessment | | |
|---|-------------|---------------------|-----------|-----------|
| | | Application form | Interview | Reference |
| Skills and ability | | | | |
| Demonstrable planning and organisational skills and ability to meet deadlines | Essential | √ | √ | √ |
| Excellent oral, presentation and written communication skills | Essential | √ | √ | |
| Bid and contract writing | Essential | √ | √ | |
| Financial acumen with regard to contracts | Essential | √ | √ | |
| To deliver excellent standards of quality improvement | Essential | √ | √ | |
| Ability to promote the importance of international work to college managers and teaching staff | Essential | √ | √ | |
| Experience | | | | |
| Negotiating contracts with international customers | Essential | √ | | |
| Teaching and/or supporting international students | Essential | √ | √ | |
| Budget and resource management | Essential | √ | √ | |
| Line management of staff | Desirable | √ | | |
| Dealing with welfare issues of international students | Essential | √ | √ | |
| Inclusive learning and equal opportunities | Essential | √ | | √ |
| Specialist knowledge | | | | |
| Knowledge and awareness of different international cultures and their impact on business dealings | Essential | √ | | |
| Higher and further education curriculum offer | Desirable | | √ | |
| Education | | | | |
| Level 4 qualification | Essential | √ | | |
| Higher degree or post-graduate level qualification | Desirable | √ | | |
| Management qualification | Desirable | √ | | |
| Level 2 qualification in English and Maths | Essential | √ | | |