



UNIVERSITY OF  
PORTSMOUTH

# DIRECTOR OF GLOBAL CANDIDATE APPLICATION PACK



5★

9/10

Teaching  
Excellence  
Framework

UNIVERSITY  
QS TOP UNIVERSITIES 2022

GRADUATES IN WORK  
AND/OR FURTHER STUDY  
HESA GRADUATE  
OUTCOMES SURVEY 2018/19

# A MESSAGE FROM THE VICE-CHANCELLOR

**THE UNIVERSITY OF PORTSMOUTH HAS EMBRACED CHANGE TO CREATE A NEW BREED OF UNIVERSITY, WHERE COLLABORATION AND PARTNERSHIP UNDERPIN THE WAY IN WHICH WE WORK.**



Thank you for your interest in the role of Director of Student Employment and Employability at the University of Portsmouth.

The University of Portsmouth is proud to be bold, not old. We have embraced change to create a new breed of university, where collaboration and partnership underpin the way in which we work. We want to be judged on our achievements and by what we do to help others achieve.

In 2017, we were awarded TEF Gold – the highest rating for teaching quality. Students ranked us among the UK's best universities for careers services and personal tutoring in the Student Crowd Student Awards 2021. Our performance in the REF is a reflection of the quality of our research environment and demonstrates significant progress towards our long-term ambition to be the top modern UK university and in the top 100 young universities in the world by the end of the decade.

We are passionate about the quality of the student experience, particularly in relation to preparing students for the world of work; we have developed our civic role within the city and the region, and delivered research and innovation with global impact. In 2020, we launched our ambitious Vision and Strategy which will build further on these successes.

You will find the University of Portsmouth the perfect environment to achieve great things. As Vice-Chancellor, I never cease to be impressed by the potential of this University, and the ambition and commitment of colleagues towards growing our reputation through inspirational education underpinned by excellent research and innovation.

Our bustling, diverse city has a strong maritime tradition and an equally strong sense of place and community. As a place to live, Portsmouth offers a stimulating environment that is perfect for your career and lifestyle.

A handwritten signature in black ink, reading "Graham Galbraith". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Professor Graham Galbraith  
Vice-Chancellor

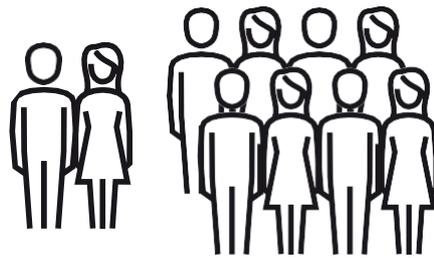


Teaching  
Excellence  
Framework



**9/10**

**GRADUATES IN WORK  
AND/OR FURTHER STUDY**  
HESA GRADUATE  
OUTCOMES SURVEY 2018/19



**3,600**  
STAFF

**31,000**  
STUDENTS



**TOP 150**

**YOUNG UNIVERSITIES  
IN THE WORLD**  
TIMES HIGHER EDUCATION  
YOUNG UNIVERSITIES RANKING 2021

# OUR VISION, MISSION AND VALUES

**THE UNIVERSITY'S PRIMARY PURPOSE IS TO EDUCATE AND TRANSFORM LIVES. TO THIS, WE WOULD ADD THAT IT'S ALSO TO TRANSFORM THE LIVES OF THOSE AROUND US.**

Our clarity of purpose is driven by our vision, mission and values.

## OUR VISION

By 2030 we will be the UK's top modern university and one of the top 100 young universities in the world.

## OUR MISSION

To create, share and apply knowledge to make a difference to individuals and society.

## OUR VALUES UNDERPIN EVERYTHING WE DO

### Ambitious

- We pursue bold ideas in an environment where creativity, innovation and success is encouraged and celebrated
- We nurture and value relationships and partnerships that foster a global outlook
- We inspire and support staff and students to achieve their potential and meet the challenges of society
- We never settle for second best

### Responsible

- We act with integrity for the greater good
- We insist on upholding the highest academic and professional standards
- We respect and celebrate diversity and equal opportunity through an inclusive culture
- We aim for sustainability across all our activities

### Open

- We work consultatively and collaboratively to benefit from new perspectives
- We share ideas and maintain transparency
- We are trustworthy and do what we say we will do
- We listen and respond to the needs of our students and staff

More information about the University's Vision 2030 and Strategy 2025 can be found on the website [port.ac.uk/strategy](https://port.ac.uk/strategy).

# THE ROLE

Working with the Associate Pro Vice Chancellor Global Engagement (APVC (GE)) and liaising across the faculties, this post defines and delivers the strategic and operational goals of the University's Global Engagement Strategy. The Director is accountable for achieving the institution's stretching international headcount and income targets (currently £70m p.a.). This role directs the activities of the Global Office (including eight overseas satellites). The post-holder represents the University to UK and international partners, clients and external organisations and takes the lead in developing new business for the University in line with strategic goals.

## KEY RESPONSIBILITIES

1. **Strategy and Management:** To lead, direct and motivate the Global Office teams in Portsmouth and overseas and to deputise for the Associate PVC Global Engagement across international and partnership activities. To support the shaping of the Global Strategy and to translate its ambition into appropriate action and operational plans, in concert with Deans and faculties linking at all times to the University's Strategy and Vision.
2. **Admissions, Recruitment and Mobility:** To devise and implement strategies and operational plans for admissions, recruitment and mobility in a range of priority and primary markets and to develop tools for monitoring, reporting and evaluating successful engagement, in line with targets and KPIs set out in the relevant University strategies.
3. **Marketing:** To devise and develop differentiated marketing strategies for the University's priority international markets; to work with faculties and Marketing Department to harmonise and to adapt institutional web, digital and social media and print marketing so that they address the needs of international students; to develop marketing partnerships and linkages both internationally and within the UK; and to gather data to monitor, review and report on the progress and effectiveness of our marketing activity.
4. **Student Support:** To ensure that international students enjoy a first class academic and personal experience across the University and to put in place appropriate academic support and pastoral systems to maximise their potential at the University. This will reflect student needs for pre-sessional English, ELT and study skills; welcome and orientation; welfare, safety and health; UKVI compliance and advice; employability and personal development.

5. **Networking and Influencing:** To establish, develop and manage a network of relevant key internal and external contacts, including agents and partners; governmental and institutional organisations; and regulatory and advisory bodies.
6. **Business Development:** To identify and develop new opportunities for collaborations and TNE with strategic partners. To work across the University to deliver and exploit such opportunities for the benefit of the institution as a whole.
7. **Pathway College Liaison:** To work strategically with International College Portsmouth (ICP) and Navitas to support, develop and expand the academic offer, enrolment, progressions, and the facilities of the College. This will also include other pathway and locations for the delivery of the University's courses as may be appropriate.

### Key tasks:

#### Strategy and Management

1. Lead University of Portsmouth (UoP) Global and liaise across the University to deliver the strategic ambitions of the University.
2. Manage the UoP Global Office two-year budget planning process; authorising finance transactions and monitoring/controlling all budgets.
3. Provide direction, strategic advice and guidance to the functional heads within UoP Global; including those staff in overseas offices; and to deliver annual appraisals and provide regular feedback to the line-managed staff.
4. Manage all disciplinary, attendance, staff development, attendance, sickness, personal or other HR issues raised by UoP Global line managers.
5. Maintain an up-to-date professional knowledge of international higher education, current UKVI regulations and intentions, and UK government HE policy in general.
6. Define, lead and manage departmental (and/or cross-University) projects, delivering in accordance with project aims, on time and to budget, as agreed with APVC (GE).
7. Chair Global Office team meetings, management meetings, and presentations to staff (including faculty staff).
8. Deputise for the APVC Global Engagement and DVC Global Engagement and Student Life as required, across the international activities of the University, internally and externally, and undertake such other duties as may be required from time to time by the APVC (GE).
9. Work collaboratively with the Faculties' Associate Deans Global Engagement and Partnerships for the delivery and support of individual faculty global engagement plans.

## **Global Admissions, Recruitment and Mobility**

1. Set, co-ordinate and deliver the University's strategy for international recruitment, in conjunction with Faculties, Planning, DSAA and Finance.
2. Manage the Global Admissions function and team for the University ensuring that the Global Admission function meets policies, regulations and compliance requirements and provides an excellent customer service.
3. Provide timely and accurate reporting to the wider University on international applications, enrolments and income.
4. Source and develop strategic institutional partners internationally and in the UK for student recruitment and mobility, TNE delivery, academic and research links, and for income generation.
5. Manage the University's student exchanges and Study Abroad programmes; liaising with faculty co-ordinators, external funding organisations that manage the Turing scheme, Association of Commonwealth Universities and others as appropriate.

## **Marketing**

1. To set the UoP Global marketing and communications strategy and to develop individual country or regional plans and campaigns with agreed University targets, as appropriate.
2. To work with academic departments and faculties on marketing activities which will deliver their strategic business targets including agreeing and working out faculty, school and course level targets for student recruitment.
3. To oversee the development and content for the website and digital and social media channels with UoP Global marketing staff and colleagues in Corporate Marketing (and to offer parallel services in China).
4. To prepare evaluative reports on the success of international exhibitions/recruitment visits/marketing and advertising campaigns and to monitor overall success of recruitment fairs and market engagements.
5. To develop marketing collateral, whether print, web or social media messaging, in support of strategic targets, and in line with the Corporate Marketing Department activities and corporate guidelines.

## **Student Support**

1. To ensure that international student support services are in place (whether offered from within the UoP Global Office or across the institution) and are fit for purpose.
2. To work with faculties and DCQE to provide appropriate interventions to support the development of study skills and English language competence.
3. To provide advice and assistance to ensure that we and our students comply with the regulations put in place by the UKVI.
4. To collect relevant data and feedback and to carry out internal reporting to monitor, resolve and improve the services which we extend to our international students.

## **Networking and Influencing**

1. To represent UoP Global on University committees and working groups (including Professional Service Forum, Global Executive Committee, University Global Operations Committee, Marketing, Recruitment and Admissions Committee (MRAC) and Faculty Global Committees.
2. To develop and maintain close links with international agencies, including UKCISA, BUILA, Universities UK International, China Scholarship Council, Commonwealth Scholarships, Chevening, Santander, Leadership Foundation, Navitas, The British Council, UKTI and CBBC.
3. To identify and develop associations with overseas and UK partner institutions and to support these, where appropriate, through our overseas satellites.
4. To develop and manage the agency network, including the setting of commission, the review of agent performance, and the management of agency contracts.

## **Business Development**

1. To identify and to develop business partnerships for the University which fit our strategic ambitions.
2. To communicate such opportunities and market intelligence to faculty colleagues and to work to refine and deliver productive collaborations.
3. To work across the University to establish TNE projects and programmes with priority partners and countries.
4. To work with faculties to review existing partnerships and to advise on renewals, extensions or termination of links.

## **Pathway College Liaison**

1. To assume the role of Key Account Officer for ICP/Navitas
2. To represent the University on the various strategic, operational, marketing and academic management committees with ICP/Navitas.
3. To approve University expenditures on facilities and estate for ICP.
4. To operate the follow-on commission agreement with ICP.
5. To work with ICP to agree all entry and English levels (and equivalences) for ICP courses subject to formal committee approvals.
6. To approve all marketing materials (including brochures and prospectuses) issued by ICP.
7. To work with and liaise with other pathway colleges and locations we may deliver our programmes from in a similar manner.

# PERSON SPECIFICATION

## SKILLS & ABILITIES

- Knowledge of international higher education market and of current issues within UK HE
- Strategic planning and operational skills
- Capacity to work independently in variable and uncertain environments
- IT skills including familiarity with word-processing and database packages, online services, e-mail and web browsers
- Ability and experience of working with large datasets and analytical decision-making ability
- Excellent presentation and communication skills, both written and oral
- Excellent interpersonal and influencing skills, including the ability to deal with a variety of people across levels and cultures
- Demonstrable experience of successful team management
- Experience of managing significant budgets/resources
- Fluency in another language (desirable)

## KNOWLEDGE & EXPERIENCE

- Substantial and demonstrable successful experience in higher education sector with knowledge and experience of issues related to international students, international marketing, international student recruitment and partnership working
- Experience of working in differing cultural environments
- Successful experience of leading and managing a range of marketing, recruitment and/or partnerships activities at a senior level
- Commitment to the values and culture of universities and of higher education
- Knowledge of international higher education market and of current issues within UK HE
- Experience of living abroad (desirable)

## EDUCATION &/OR TRAINING

- Honours degree
- Postgraduate or professional qualification (desirable)

## OTHER REQUIREMENTS

- Cultural awareness and sensitivity including in the international context.
- Flexibility, stamina and resilience for travel and unsocial hours.
- Professional attitude, conduct and self-presentation.
- Business/Commercial acumen.
- Self-confidence and self-motivation.
- Demonstrable experience of project management and process mapping and management.
- Commitment to Equality, Diversity and Inclusion.
- Ability to work pan-University in multidisciplinary teams and evidence of being a team player.
- International travel is a requirement of this role.

# UNIVERSITY OF PORTSMOUTH GLOBAL OFFICE

Portsmouth is our home, but our reach and ambitions have always been global. As a port city, we're open to adventure and prepared to explore the world.

We're home to over 4000 international students from 150 countries. We take our belief in higher education for all to every corner of the planet, through our network of regional offices in 78 countries, and our academic partnerships across Europe, America, Asia, the Middle East and Australia. From Greece and Hong Kong to Oman and Singapore, we also partner with local colleges and institutions on courses in architecture, biochemistry, graphic design, accountancy and all types of engineering – civil, software, marine, aeronautical and mechanical. Through our strategic global partnerships, we validate many courses and programmes too.

We're always expanding our global reach, but our worldwide outlook starts at home – together with International College Portsmouth (ICP) and the Navitas Ltd Australia group, we've established a pathway for students abroad to get a University of Portsmouth degree.

## Sharing our global vision

Our international profile, presence and reputation is growing all the time. In everything we do, we're developing a global mindset, and getting a better understanding of how we work in a global environment.

At a time when the global climate is uncertain and changing, we're developing a strong international focus and awareness in our staff and students. In doing so, we're creating a culture that offers new opportunities and challenges for future generations of staff and students.

## Our global vision

Our ambition is to grow our profile as a truly global institution with a diverse international community, and a track record of worldwide collaboration in research, teaching and innovation. We want our students to be global graduates, who take the skills they've learned to every corner of the planet.

Over the next three years, we'll be expanding our collaborative links and entering strategic alliances with high-quality partners who share our values and mission. We'll also continue pursuing opportunities to enhance the global profile, reach, standing and status of our research and teaching.

We'll expand our global communities of learners through transnational education (TNE) with key strategic partners. We'll provide opportunities for worldwide access to a Portsmouth education through digital delivery.

In doing so, we'll give our on-campus students access to global communities through exchange programmes, internships, placements, volunteering and digital collaboration.

For more information about our Global outlook and ambition click here: <https://www.port.ac.uk/about-us/our-ambition/global-outlook>

# THE UNIVERSITY AND THE CITY: A BREATH OF FRESH AIR

**LIVELY, VIBRANT AND STEEPED IN HERITAGE, THE WATERFRONT CITY OF PORTSMOUTH HAS LONG BEEN A GATEWAY – A PORT OPEN TO NEW AND GAME-CHANGING PEOPLE AND IDEAS.**

A place of commerce and exploration, Portsmouth has innovation running through its veins.

Campus buildings are dotted throughout the 'University Quarter' in the city centre. We are part of the bustle of city life, and many of our staff live in Portsmouth while students often settle here after graduation, further enriching our city's boundless creativity and vitality.

## **AN ISLAND CITY**

The UK's only island city, Portsmouth offers a wonderful quality of life. Easy to get around with a terrific sense of community, highlights include four miles of beach fronting the Solent, where you can enjoy sailing, windsurfing and other watersports. Foodies and culture vultures love Southsea's thriving independent scene and, like any great city, Portsmouth has a fantastic range of bars, restaurants and cafés. For shopping, you have Gunwharf Quays, home to the 170m iconic Spinnaker Tower.

## **A MARITIME HISTORY AND FUTURE**

Home to the Royal Navy, the Historic Dockyard attractions include HMS *Victory* and the award-winning Mary Rose Museum. Millions of visitors flock here from around the world. The city is also home to Ben Ainslie Racing and, in 2016, hosted the Louis Vuitton America's Cup World Series.

## **SPORT**

The University is the proud main sponsor of Portsmouth Football Club. This strong partnership will play a huge role in the city, to help increase participation rates in higher education for the benefit of local communities. Every year, Southsea hosts the Great South Run, which has come to represent the passion for health and wellbeing in this waterfront city.

## **ROAD, RAIL, SEA AND AIR**

We are just over an hour from London by rail, and Southampton Airport can be reached within 30 minutes. The International Ferry Port offers regular trips to Europe. The New Forest, the South Downs National Park and the Isle of Wight are within easy reach, as are the historic cities of Winchester and Chichester.

Visit [visitportsmouth.co.uk](http://visitportsmouth.co.uk) for more information.



# TERMS AND CONDITIONS

With a salary of £76,518 - £84,316, we offer a financial package which is worth at least circa £92k - £101k, including employer pension contributions, which exceed 20% of pensionable pay and provide exceptional pension benefits. Our pension benefits don't just provide a generous retirement income but also offer significant protection in the event of ill health and provide certainty and stability for loved ones in the sad event of death. Alongside these financial benefits, we offer a very wide range of other benefits, including those which recognise the importance of achieving a healthy work-life balance through exceptional annual leave provision with entitlement from day one of employment, to 40 days of paid leave, which comprises 32 days annual leave plus 8 bank holidays. This is further supplemented by the University closure days (the University is typically closed from Christmas Eve to New Year's Day, inclusive), and any working days which fall between those dates are granted as fully paid additional days leave.

The appointee will be eligible to join the Local Government Pension Scheme.

There is a probationary period of 12 months, during which new staff will be expected to demonstrate their suitability for the post.

There is a generous benefit package, full details here: <https://www.port.ac.uk/about-us/working-at-portsmouth/staff-benefits>

There is a probationary period of 12 months, during which new staff will be expected to demonstrate their suitability for the post.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within 12 months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website.

It is the University's policy to take up references for successful candidates. It is the University's policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

Candidates who are shortlisted will be asked to bring their passport and any other 'Right to Work' documentation to interview where it will be copied, checked and verified as part of the University's prevention of illegal working process.

# HOW TO APPLY

Anderson Quigley is acting as an employment advisor to the University of Portsmouth. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

Should you wish to discuss the role in strict confidence, please contact Sam Bryan-Ross on +44 (0)7510 384 713, [samantha@andersonquigley.com](mailto:samantha@andersonquigley.com); or Ed Pritchard on +44 (0)7873 218 380, [ed@andersonquigley.com](mailto:ed@andersonquigley.com).

The closing date for applications is **noon on Monday 5<sup>th</sup> December 2022**.

Applications should consist of:

- A full CV covering letter (maximum of three pages) outlining how you meet the points under the person specification;
- details of two referees,  
*please note that we will not approach referees without your prior consent and only should you be shortlisted*

Please use the following link to complete the online [Equal Opportunities Monitoring Form](#).

Completed applications should be uploaded at [www.andersonquigley.com/candidates](http://www.andersonquigley.com/candidates) using the reference number **AQ1607**.

The University is committed to equality of opportunity and we encourage diversity in the workplace.  
We encourage and welcome applications from all candidates irrespective of age, disability, gender, gender identity, sexual orientation, race, religion or belief, or marital or civil partnership status