

Department of International Development
International Development
Senior International Development Officer
Fixed term until 30 June 2013
£35,938 to £45,486 per annum, dependent on experience
Vacancy Reference DID 1410/11
Closing Date: 24 July 2012 at 12 noon

The University

Sheffield Hallam University is one of the UK's most progressive and innovative universities.

We pride ourselves on making a difference - to our students, our staff and to the businesses we work with. Our research and business ideas, alongside our sought after graduates, contribute to the economic and social development of both our region and to the UK as a whole.

Our teaching is first-rate and is supported by our world-class applied research. Our students are a diverse group and benefit from a tailored approach that helps them to get the most from their studies. We offer top quality teaching and learning facilities and the ability to learn flexibly in a way that best suits their needs. For example, we are one of the UK's leading universities in e-learning and offer a range of distance learning and part time courses as well as the more traditional full time courses.

Our industry partners choose Sheffield Hallam because of our flexible, business led approach and our high quality research, facilities and students. Our partners include Sony, BP, NHS, Network Rail, Cisco, SAP and Microsoft.

Our facilities are state-of-the-art and we have invested heavily in new technology to ensure that our technological capability matches the cutting-edge approach of our teaching. We are recognised as a Centre of Excellence for Teaching and Learning, e-learning and employability.

The University's Corporate Plan for 2008-2013 outlines our priorities and is available to download www.shu.ac.uk/about/foi/priorities.html

Department of International Development

The Department of International Development was formed in summer 2011, bringing together the University's International Office, its International Marketing team and elements of its Partnership Support Office. The Department of International Development works closely with the four Faculties and other central departments to implement the University's international development strategy. We have specific responsibility for developing key areas for the University such as international student recruitment; new international business and partnership opportunities; international marketing; the University's overseas offices and co-ordination of University international developments.

We look forward to receiving your application.

James Richardson
Director of International Development

Location

City Campus

This post is based at our City Campus which is situated next to Sheffield's train and coach stations and has easy access to the M1. It is in the heart of the city centre, next to shopping areas, art galleries, theatres, cinemas bars and cafés and the recently developed Winter Gardens. There is plenty to do and see in your lunch break or after work.

Discussion and selection event

For informal enquiries regarding this post please contact Stephen Webber, International Recruitment Manager on:

Tel: 0114 225 3748
Email: S.N.Webber@shu.ac.uk

Proposed selection event date: Week commencing 6th August 2012

The selection event for this post will comprise of an interview and a presentation.

You will be expected to prepare and present: Student recruitment and business development in emerging markets (Further details will be provided to shortlisted candidates).

Job description

Job Title Senior International Development Officer

Faculty/Dept Department of International Development

Grade 8

Reports to International Recruitment Manager

Direct reports up to 2 members of staff

Role Purpose

Responsibilities

- To analyse market intelligence and management information to contribute to the strategic development of international student recruitment from specified overseas regions. For the period of this fixed term post, the regions will be 'The Middle East and North Africa' and 'Africa (sub Sahara)'.
- To develop and manage the annual plan for specified markets overseas, incorporating core elements delivered by the International Portfolio and Faculty activity.
- To manage the delivery of recruitment services within appropriate frameworks and to the specified standard which support overseas and EU recruitment activity for the University. To include, for example, representing the University overseas, student counselling and offermaking, agent management, alumni development and partnership support.
- To establish effective relationships with staff within the Department, the Faculties and other Directorates to ensure our services are fit for purpose and support the business needs of our stakeholders
- To be responsible for the selection, management and development of overseas agents and overseas representative office managers, monitoring activities and ensuring the University receives best value.
- To ensure effective use of market specific budgets within the wider planning framework
- To keep the University informed of changes in the external environment regarding the recruitment of international students, establishing an effective network of contacts in other organisations, and representing the University as required.
- To be responsible for the establishment and use of quality measurement systems which support the monitoring of outputs relating to the international strategy
- To participate in the development of improvements to the international student experience in liaison with other Directorates and Faculties
- Any other duties as agreed

Person Specification

Job Title	Senior International Development Officer			
Faculty/Dept	Department of International Development			
Completed by	Stephen Webber			
Vacancy Reference Number	DID 1410/11			
(* <u>E</u> ssential or <u>D</u> esirable)	Details	E*	D*	Evidence**
Attainment Evidenced achievements e.g. relevant qualifications (or equivalents), training, membership of professional bodies	Graduate or equivalent	E		AF
	Regular pattern of training/professional updating	E		AF
	Professional marketing qualification		D	AF
Experience Type of experience and specific knowledge required for this job	Relevant senior recruitment or marketing experience within an HE or comparable environment	E		AF/I
	Experience of working with a range of senior managers and external bodies	E		AF/I
	Experience of project management	E		AF/I
	Experience of managing a small team of staff	E		AF/I
	Experience of marketing, communications or promotional work	E		AF/I
	Experience of process and systems development		D	AF/I
	Experience of working in an international context		D	AF/I
Competencies Skills and abilities required for effective performance e.g. numeracy, attention to detail, oral and written communication, planning and organising, leadership skills, ability to cope with conflicting demands/deadlines	Excellent presentation skills	E		I/P
	Ability to lead and motivate staff	E		AF/I
	Excellent interpersonal and communication skills	E		I/P
	Capacity to plan and work strategically across a given geographical region	E		AF/I
	Ability to analyse market intelligence and identify trends to inform effective delivery of activity	E		AF/I
	Willingness to work to and deliver against challenging targets	E		AF/I
	Creative thinking and excellent problem solving skills	E		AF/I
	Sympathetic to, and interested in, other	E		I

	<p>cultures</p> <p>Fluent in other languages (Arabic would be particularly useful)</p>	D		AF
<p>Other relevant information</p> <p>e.g. shift work or weekend working, travel in UK or abroad (state approximate frequency i.e. travel abroad twice a year)</p>	<p>Flexible approach to working patterns</p> <p>Willingness to work out of the country for 1-3 week periods, with a usual maximum of 12 weeks in a year</p>			I I
<p>Attributes</p> <p>This appointment is being made with reference to the Department of International Development Attributes Framework</p>	<p>Influencing and Engagement</p> <p>Ability to communicate effectively and persuade others to gain acceptance of proposals, plans and decisions</p> <p>Decision Making & Judgement</p> <p>Ability to Demonstrate the ability to make well informed decisions, provide sound guidance and exercise objectivity in a variety of situations</p> <p>Personal Responsibility & Accountability</p> <p>Willingness to take action and ownership to deal with situations or challenges willingly and effectively, showing self-belief and confidence to deliver a positive result</p> <p>Creativity & Innovative Thinking</p> <p>Having the desire to learn, investigate and probe matters and develop fresh alternatives rather than replicate the norm, complemented by an originality of thinking and an imaginative expressiveness</p>	E E E E		AF/I AF/I AF/I AF/I

****Evidence/Method of Assessment:**

AF = Application form

G = Group Exercise

I = Interview

In-tray = In-tray Exercise

IT = IT Test

OT = Occupational Test

P = Presentation

PT = Psychometric Testing

QC = Qualifications/Certificates

How to apply

Complete the Sheffield Hallam University application form and email it to recruitment@shu.ac.uk.

Call us on 0114 225 3950 if you have any questions about completing the form or the recruitment process.

You will be informed as soon as possible after the closing date if you have been short listed.

If you have not received notification from us within four weeks of the closing date, please assume you have not been successful on this occasion.

Non-EU nationals

We have a legal responsibility to ensure that all employees are entitled to live and work in the UK. If a job requires highly specialist skills and qualifications we may be able to provide a Certificate of Sponsorship to help you gain entry clearance or leave to remain in the UK from the UK Border Agency.

Further guidance on the UK Border Agency Points Based System can be found at www.ukba.homeoffice.gov.uk. You can also email the Human Resources Directorate at recruitment@shu.ac.uk.

Equality and diversity drive our success

Equality and diversity are essential to our academic and business strengths. We believe that excellence comes through recognising the value of each individual.

We aim to create an environment that respects the value of each individual and the diversity of staff and students in the University's community. This will enable them to contribute fully, and to derive the maximum benefit and enjoyment from their involvement in University life.

Positive about disability

We use the symbol on the right, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. It also enables people with a disability to know which employers will be positive about their abilities.

All applicants who meet the minimum criteria (based on the person specification) for a job vacancy and have declared their disability are guaranteed an interview and considered on their abilities.



Trade unions

We are committed to working in partnership with staff representatives. You are welcome to join a trade union, professional association or staff organisation and participate in its activities. We recognise the following unions for the purposes of collective bargaining UNISON, GMB, T&GWU, UNITE, UCU.

Benefits

The employment package includes generous holiday entitlements - Annual leave entitlement starts from 25 days and rises depending on staff group and grade.

In addition, extra statutory days are provided for extended University closure around some UK public/holidays.

We understand the need for a good work-life balance. That's why we support and operate a number of flexible working schemes including job-share and flexible working hours where applicable.

We operate an incremental grade structure. This means that you will be eligible to receive an annual increment (subject to satisfactory performance) until your salary reaches the maximum salary for your grade.

If appointed you can join the Local Government Pension Scheme (LGPS), Universities Superannuation Scheme (USS) if you are a current member.

For more information about the benefits available to you, visit www.shu.ac.uk/jobs/vacancies/Documents/benefits.html

Living and working in Sheffield

Sheffield is the greenest city in England. We have over 200 parks and woodlands and a third of the city is in the Peak District National Park. We have excellent rail links to all major cities and the city centre is in walking distance of both our campuses.

For more information, visit www.shu.ac.uk/jobs/vacancies/Documents/lawisheff.html

Other important information

All appointments are made subject to confirmation of eligibility to work in the UK and satisfactory declaration of health from the occupational health consultant to make sure you are medically able to carry out the type of work involved in the post. Appointments are also subject to receipt of satisfactory references and any other checks that may be required for the role.

We comply fully with requirements of the Data Protection Act 1998. This requires us to tell you we will:

- hold details of your name, address and the post applied for on computer to assist the recruitment process
- hold the information on your equal opportunities monitoring form, to monitor effectiveness of our policies
- retain records for unsuccessful applicants for one year, after which time the records are destroyed

For overseas applicants we normally reimburse travel expenses from the port of entry into the UK only.