POSITION DESCRIPTION

TITLE OF POSITION Director AUT International	SERVICE AREA AUT International	
REPORTS TO PVC International	LAST REVIEWED March 2021	SALARY BAND IEA

PURPOSE

AUT International is currently within the portfolio of the PVC International. AUT International performs a crucial role in developing the university's international profile, building international relations, and ensuring the effective delivery of the university's International student recruitment targets. To achieve these goals, AUT International has to work in a collaborative way across various parts of the university. For this reason, it is essential that all positions within AUT International work very closely with AUT Brand and Marketing, the Faculties, and Student Services to deliver on the international strategy (International Roadmap) and the International Recruitment Plan.

This position has overall responsibility to manage AUT international to deliver on AUT strategic outcomes and growth targets as agreed with the PVC International. This position is also responsibility for the development and monitoring of strategy development and working with AUT International Team in implementation for those plans. The position is responsible for the operational performance and financial budget of the function.

Working in close partnership with the PVC International, the Director AUT International communicates on international issues and strategy throughout AUT in particular to the Deans in the Faculties and, works with the Chief Marketing Officer (CMO) and Group Director Student Services and Administration in international matters, specificly marketing and international student recruitment.

This position is responsible for the overall direction, coordination and implementation of projects for AUT International at the direction of the PVC International.

KEY RELATIONSHIPS

External
International Students
International Agents
Immigration NZ
Government and Legislative Agencies
Education NZ
Partner Institutions

Internal
Vice Chancellors office
AUT Staff
CIO
Brand & Marketing
Marketing Managers
Other areas of the University
PVCs/Deans and Heads of School
Head of Departments
Other internal groups
Regional Consultants
AUT Security

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Develop strategic roadmap on international recruitment achieving the international goals within AUT Directions Proactive leadership in the formulation of annual and long term recruitment plans and strategy for international students and associated relationships. Monitoring and reviewing its implementation.	▪ Provide expertise to the design and development international students regional marketing and recruitment strategy and plans ▪ Working collaboratively with Faculties and Brand and Marketing to develop the Regional Marketing and Recruitment Plans. ▪ Supporting the implementation, monitoring and reporting on those plans ▪ Deliver on international student recruitment targets ▪ Support the development of the international experience for domestic students, including student mobility. ▪ Support the internationalisation of curriculum
Idenfying new opportunities based on market insghts and trends	▪ Identify and prioritize new international student recruitment opportunities and international projects, ensuring return on investment ▪ Environmental scanning to identify changes to markets that could have both a positive or negative impact. Identify countries with development potential
Monitor and Review AUT's international performance	▪ Monitor the team to deliver detailed reports and analysis of AUT's performance by country, region, faculty and school. Identification of trends and areas of opportunity by country, region, faculty and school.
Financial Management Manages the OPEX budget with the PVC International to support strategic and operational developments Maintain an awareness and understanding of relevant AUT policies and procedures and provide input and feedback about the impact of AUT or policy.	▪ In partnership with the PVC International, prepare the annual budget and business plan ▪ OPEX budgets are managed in accordance with policies, regulations and legislation and meets budget targets ▪ Operational budgets are managed effectively

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RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Reporting requirements to the finance team and AUT Committees are met.
Resource Management	▪ Ensure that all operational requirements, systems and processes are managed effectively
Staff Management	▪ Compliance with Human Resource policies and procedures as specified in the appropriate collective employment agreements. ▪ Staff are recruited in accordance with University policy and procedures. ▪ Direct reports complete My Annual Plans (MAPS) as required. ▪ Clear performance objectives are developed, communicated and monitored to ensure direct reports are performing at a high level. ▪ Success is acknowledged, and ongoing needs for improvement are assessed and addressed. ▪ Direct reports work in accordance with policies, procedures and systems to ensure consistency and efficiency. ▪ Team members have opportunities to contribute to the development of new initiatives and projects
AUT International Specific AUT International works across a range of international regions and cultures and requires all employees to actively develop their cultural understanding and sensitivity to further AUT's progress in the development of its international profile, its international relationships, and to meet the requirements of international students.	
Behaviour delivering on AUT Values – Tika, Pono Aroha Integrity, Respect, and Compassion to support Achievement Active contribution to the general philosophy and spirit reflected in AUT policies, procedures, and guidelines.	▪ Team performance and the achievement of departmental, team and organisational goals and objectives are actively supported ▪ A mindful focus on equity and diversity is maintained and reflected across all areas of work practice ▪ Knowledge and skills are developed and maintained for competent performance of the current position

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RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Compliance with AUT policy and procedures along with an active contribution to continuous improvement
Health & Safety Active contribution to a safe and healthy work environment and compliance with all associated policy and legislation.	▪ AUT health and safety policies and procedures are understood and followed ▪ Identified hazards are efficiently isolated, addressed and reported ▪ Participation in health and safety audits of work is proactive ▪ An understanding of emergency and evacuation procedures demonstrated

This document covers the full results expected from the position and will form the basis of specific objectives to be agreed and reviewed regularly.

ORGANISATIONAL CONTEXT

Roles reporting directly to the Vice Chancellor; Deputy Vice-Chancellor, Deans, Assistant Vice Chancellors, Pro-Vice-Chancellors	Tier 1
Senior Managers, including Deputy and Associate Deans, Heads of Schools, Group Directors, Directors	Tier 2
Managers including Directors, School Managers, Directors of Institutes/Research Centres	Tier 3
This Role	Tier 2

COMPLEXITY

The role of the International Division is to enhance the reputation and profile of the University internationally; build relationships with strategic partners overseas; and create opportunities to increase revenue whether through the recruitment of international students, revenue growth activities (RGA) activities or research contracts.

This role operates within a highly complex organisation encompassing a variety of programmes and products across a diverse range of Faculties, Schools and supporting directorates. This role is responsible for the development and monitoring of strategy development for Regional Marketing and Recruitment Plans. The delivery on strategy has a significant financial and reputational impact on AUT and future international relationships across the regions.

The role is required to work collaboratively as part of a matrix structure with Deans, Marketing Managers and other key stakeholders both in AUT, NZ and internationally.

Accurate reporting against strategy provides key information for AUT future budgeting and student growth targets.

AUTHORITIES

Delegations/Contractual

The role has the authority to enter into agreements or contracts on behalf of the organisation under the supervision and approval of the Group Director AUT International.

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Staff

Managing a team of 16

Financial

Authorised for reasonable expenditure from AUT International budget up to $25,000. Approval required by PVC International

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ MBA or another postgraduate degree in strategy development, or business analysis	•
KNOWLEDGE & EXPERIENCE	
▪ Experience in International Relations, stakeholder management and strategy design ▪ Experience in working with NZ Government departments including MFAT, ENZ, INZ. ▪ Strategy development skills supported by implementation and monitoring experience ▪ Proven experience in the management of complex virtual relationships and teams ▪ Public speaking experience ▪ Minimum of 15 years management experience ▪ Leadership in assisting and dealing with people at all levels with a variety of problems and queries. ▪ Knowledge and practice in the principles of equity and diversity	▪ Extensive experience working in the education sector with international students. ▪ Extensive knowledge of AUT and what AUT can offer to deliver Great Graduates and support our graduates. ▪ Extensive experience in working across complex team structures ▪ Extensive experience working within the foreign/international context ▪ Knowledge of diplomatic and ministerial support services.
SKILLS	
▪ Well-developed interpersonal skills and the ability to advise and influence others and work across a multi-cultural context ▪ Excellent written and oral communication skills, in particular writing in English, working with the public and the ability to convey complex issues concisely and clearly ▪ Excellent organisational skills, including the ability to organise events if required ▪ Self-management skills (organisation and time management) ▪ Ability to work well within a team ▪ Strong analytical skills to provide proactive solutions to agents, students and the public ▪ Crisis management skills ▪ Strong intercultural skills ▪ Ability to maintain confidentiality ▪ Ability to provide advisory services	• Proficiency in one or more foreign languages
ATTRIBUTES	
▪ Cross-cultural competence ▪ Willingness to travel if required and to work across time zones	

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▪ Capacity to work as a team member across broad networks ▪ Ability to work flexibly under conditions of resource constraint and to manage the uncertainty associated with a dynamic environment ▪ Thinks strategically and creatively but be operationally effective with attention to detail	

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