POSITION DESCRIPTION

TITLE OF POSITION International Partnerships Coordinator	SERVICE AREA AUT International	
REPORTS TO Director International Relations and Recruitment	LAST REVIEWED October, 2020	SALARY BAND Band B

PURPOSE

AUT International is currently within the portfolio of the PVC International. There are various parts of AUT International as a whole; however, their physical locations may vary. 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.

The purpose of this position is to coordinate and manage the international offshore transnational education partnerships within AUT International. The role provides support for large partnerships and projects, to provide administrative and operational support for successful delivery. The position offers high-quality engagement and logistics serv ices, which support the planning and provision of international partnerships that include offshore pathways, articulations and off shoring.

KEY RELATIONSHIPS

External

Leaders and key operational staff partners
Offshore partners

Academics from international partners
International business and trade operatives International and domestic experts Training participants

Internal

Government Officials, industry

University department services
Local subject area expert's
Office of the Vice Chancellor
Directors, Deans, Associate Deans, Heads of School, Research Institute Directors
Academic and Allied Staff

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Manage the successful delivery of offshore partnerships Coordination of projects and partnerships	▪ Document the project business plan and facilitate signoff. ▪ Effectively manage all aspects of the partnership project; scope, time, cost, quality, communication, risk and integration. ▪ Provide recommendations and initiate as appropriate, the resolution of any issues arising throughout the implementation. ▪ Provide project management from conception to completion of all projects

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Coordinate and deliver on logistical and operational tasks to ensure succinct delivery of projects
Effective Relationship Building Interact with international training and participants to ensure appreciation of and alignment with NZ Cultures as well as about internal stakeholders	▪ Interact proactively with International clients and with project management staff ▪ Participants are satisfied with the context content of their programme ▪ Local staff are aware of cultural factors visiting participants ▪ Effective communication on all project planning, proposals, implementation ▪ Experts/participants are kept fully informed and requests are always confirmed ▪ Existing relationship with partners are maintained ▪ Actively work with all faculties and service divisions in an equitable and fair manner. ▪ Enhance AUT international's reputation, both internally and externally
Maintain International Partnerships and Project Deadlines Projects and workflow are planned in advance as to meet deadlines	▪ Arrange, monitor and implement effective logistics for each group of participants ▪ Arrange functions/events for participants as required ▪ Ensure that each project's planning and implementation tasks align and achieve successful outcomes; ▪ Critical deadlines are met ▪ Participants' training logistics, as well as functions and events, are arranged to be culturally appropriate and executed to a high standard ▪ Internal and external clients are satisfied with their interactions with IR&D ▪ The IP Coordinator keeps IR&D staff fully informed and updated ▪ IPC models professionalism, commitment, ▪ integrity and humour.
Providing Support for Strategic Projects and Strategic Partnerships	▪ Assistance in strategic projects and development of strategic partnerships ▪ Reporting on relevant outcomes as needed

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Maintain up to date documentation of business processes relating to international 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.	
AUT Values – **Tika, Pono me Aroha** **Integrity, Respect and Compassion** 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 a minimum competent performance of current position ▪ Compliance with AUT policy and procedures is maintained along with active contribution to continuous improvement
Health & Safety Active contribution to the maintenance of a safe and healthy work environment	▪ AUT health and safety policies and procedures are understood and followed ▪ Identified hazards are efficiently and effectively addressed ▪ Participation in health and safety audits of work is proactive ▪ An understanding of emergency and evacuation procedures is demonstrated

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.

ORGANISATIONAL CONTEXT
As per Delegated Authorities

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 5

COMPLEXITY

The role of AUT International 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.

The post holder reports directly to the Director International Relations and Recruitment
and is expected to work closely with all staff to maintain and improve processes and systems as and when required. The person will also be expected to work independently in some aspects of the position, such as taking the initiative in providing support to staff within the Office as required.

This position requires a high degree of professionalism and strong service orientation.
AUTHORITIES

Delegations/Contractual

Nil

Staff

Nil

Financial

Nil

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ Relevant qualification in Business **or** Management business related subjects	▪ Diploma in Project
KNOWLEDGE & EXPERIENCE	
▪ Understanding & knowledge of the principles of shared databases ▪ Knowledge of effective administration and file maintenance systems. ▪ Experience and proficiency in assisting and dealing with people at all levels with a variety of problems and queries. ▪ Experience in special projects execution ▪ Knowledge and practice in the principles of equity and diversity	▪ Experience working in the education sector with international students. ▪ CI, TQM, PM experience
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, manage and implement events ▪ IT literacy, including desktop applications – MS software, databases and an understanding of digital communication ▪ Self-management skills (organisation and time management) ▪ Ability to work well within a team ▪ Crisis management skills ▪ Strong intercultural skills ▪ Ability to maintain confidentiality ▪ Ability to establish rapport with international visitors and students ▪ Ability to provide advisory services	▪ Additional skills that, while not required to fulfil the role, would reflect a higher quality of candidate
ATTRIBUTES	
▪ Cross-cultural competence ▪ 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	