POSITION DESCRIPTION

TITLE OF POSITION Associate Director Operations and Partnerships	**SERVICE AREA** AUT International	
REPORTS TO Director AUT International	**LAST REVIEWED** March 2021	**SALARY BAND** IEA

PURPOSE

AUT International is led by the PVC International and has responsibilities in international recruitment, marketing, relations, and partnerships. AUT International work with the four academic faculties and relevant service divisions to provide central leadership and support for the implementation of international plans.

Working closely with the International Director, Director International Relations and Recruitment, and Student Services and Admissions, this role supports the operational delivery of the planning of the International Office. The role will also support the relationships with Brand and Marketing Services including contributing to achievement of targets and the growth and reputation of the University. You will ensure AUT's recruitment countries are receiving appropriate promotional information about AUT to attract students and build AUT's reputation abroad. Identifying changes in the marketing environment or changes in competitive strategies will be crucial to the success of this role.

This position also oversees the Partnerships team, ensuring all current and future partnerships are aligned to the International Office, and the wider universities strategic goals.

This role oversees the financial resource requirements for the International team. This role works across the entire department as needed.

KEY RELATIONSHIPS

External

- Directors of New Zealand Government agencies, especially ENZ, MBIE, etc
- Immigration NZ
- Auckland Unlimited
- Offshore university partners and senior leaders

Internal

- The PVC International
- Director International
- Brand & Marketing Services teams
- Student Services & Administration teams
- AUT Directorates
- Faculties and campus staff including Heads of Schools, Heads of Departments
- Regional Managers

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Strategic Partnership Management	▪ Manage successful delivery of offshore partnerships ▪ Cost / benefit analysis of new potential partnerships, aligned with AUT's partnership strategy ▪ Develop and maintain AUT Internationals partnership strategy ▪ Manage partnership team ▪ Work with Research and Deans to develop strategic international research partnerships
International Marketing Support Support the Brand and Marketing Services team in coordinating the marketing and recruitment activities	▪ Internal networks are established and maintained and feedback on performance on a regular basis ▪ Quality advice and assistance is provided on strategy and implementation of marketing initiatives ▪ International plans and projects meet agreed goals and objectives and are professionally implemented
Monitoring & Review Monitoring, review and maintenance of performance, and compliance with legislative requirements and University policy	▪ Financial, operational and business KPIs are in place and monitored ▪ Audit, legislative and quality control procedures are implemented and monitored
Operations / Finance	▪ Operational budgets related to marketing and operations are managed effectively ▪ Liaise with Legal and Finance in the development of contracts and agreements ▪ Lead operational effectiveness improvements across AUT International ▪ Reporting requirements to the finance team and AUT Committees are met ▪ Systems and processes to support the work of AUT international are in place and effective
Staff Management	▪ Direct reports complete My Annual Plans (MAPS) as required ▪ Support the International Team to ensure operational effectiveness
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	▪ AUT health and safety policies and procedures are understood and followed

RESPONSIBILITY	EXPECTED OUTCOMES
Active contribution to the maintenance of a safe and healthy work environment	▪ 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 regularly

ORGANISATIONAL CONTEXT
As per Delegated Authorities

Roles reporting directly to the Vice Chancellor; Deputy Vice Chancellor, Deans, General Managers, 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 Centre.	Tier3
Current Position	**Tier 3**

COMPLEXITY

The incumbent builds strong relationships with internal and external stakeholders, influencing key suppliers and progressing International marketing strategies. The role requires the ability to research and critically analyse data, identify opportunities and, using sound judgment, disseminate information effectively through appropriate channels.

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. The role itself operates in collaboration with the Group Director Brand and Marketing in the development and implementation of the regional recruitment strategies while managing a range of functions which significantly impact student outcomes and the reputation of the University.

The incumbent needs to be a positive, confident individual who works well as part of a team., delivers on commitment to the highest standards, be adept at managing a variety of stakeholders and exhibit a good understanding and appreciation of other cultures.

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 PVC International.

Staff
Minimum of a team of three

Financial

Authorised for reasonable expenditure from AUT International budget up to $15,000. Approval required by PVC International.

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ A tertiary degree	
KNOWLEDGE & EXPERIENCE	
▪ 10 years minimum experience in international higher education, preferably at University level ▪ Experience in developing and implementing effective and innovative plans and campaigns in an international setting ▪ Experience in managing offshore relations (staff, contractors, university partners, etc.) in a university setting ▪ Experience or understanding of operating in the Higher Education sector nationally and internationally and the constraints/sensitivities surrounding this ▪ Demonstrable people management experience ▪ Evidence of planning, preparing and implementing plans ▪ Experience of developing and working in a target and outcomes focused environment including evaluating return on investment ▪ Knowledge and understanding of the Treaty of Waitangi ▪ Knowledge and practice in the principles of equity and diversity	
SKILLS	
▪ Effective time management skills ▪ Developed interpersonal and communications ▪ Excellent communication skills– ability to communicate to stakeholders in a professional manner ▪ Ability to build and use effective external networks including in international, marketing and other key audience areas ▪ Excellent oral and written communication skills, including report writing and presenting to a variety of audiences ▪ Evidence of ability to effect cultural change ▪ Planning, budgeting and forecasting skills	
ATTRIBUTES	
▪ Solution orientated ▪ Adaptable and change oriented ▪ Empathetic to all levels and cultures present in the organisation and community	