POSITION DESCRIPTION

TITLE OF POSITION Director International Relations and Recruitment	**SERVICE AREA** AUT International	
REPORTS TO Group Director AUT International	**LAST REVIEWED** December 2019	**SALARY BAND** IEA

PURPOSE

AUT International is currently within the portfolio of the PVC Research, Enterprise and 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 manage AUT International to deliver on AUT strategic outcomes and growth targets as defined in strategic documents. The Director forms part of the team to drive, develop, monitor and deliver on the international strategy within AUT, academic linkages, and project activities throughout the world, to ensure strategic outcomes for the growth of international student numbers. The Director communicates on international issues and strategy throughout AUT from the Vice-Chancellor's Office through to Group Directors, Deans, Heads of Schools and in particular, works with the Chief Marketing Officer (CMO) and Group Director Student Services and Administration in international matters, specifically marketing and international student recruitment.

A fundamental part of the role is to develop and maintain effective relationships, build partnerships to ensure high conversion and effective delivery on the regional recruitment plans.

KEY RELATIONSHIPS

External
International student agencies
Agents
Ministers, Ministries of Foreign Countries
Directors/ Managers of International Agencies (such as UNDP, ADB, IDP, WB)
Vice-Chancellors, Presidents, Senior Leaders in foreign universities
Directors of New Zealand Government agencies, especially ENZ, MBIE, MFAT Trade NZ and Asia 2000 and senior business leaders, especially Chambers of Commerce and International Business Councils (e.g. ASEANCBC, NZ)
Immigration NZ
Executive Committee members of Business organisations such as ASEAN NZ CBC
Executive Committee members of educational and consulting bodies such as NZ Asia Society, PINZ, Consulting New Zealand, Education New Zealand, IDP, ASAIHL, ASEAN University

Internal
Vice-Chancellors office
Student Services and Administration
Brand & Marketing
Marketing Managers
AUT Staff
Other areas of the University
PVCs/Deans and Heads of School
Head of Departments
Other internal groups

Network, AMPEI (Mexico High Education National),
NAFSA (North America)
EAIE (Europe)

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Implement the 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 design and develop international recruitment strategy and recruitment plans ▪ Identify and prioritise International projects ▪ Deliver on international student recruitment targets ▪ Deliver on learning abroad and student exchange targets ▪ Support the development of the international experience for domestic students, including student mobility. ▪
Develop strategic partnerships Work closely with all stakeholders end to end	▪ Identify and implement opportunities to develop pathway routes into AUT qualifications ▪ Work with RIO and Deans to identify and develop strategic international research partnerships ▪ Key stakeholder management, developing and maintaining partnerships across all levels ▪ Develop strategic relationships with foreign governments, key stakeholders, ministerial staff and key agents ▪ Build on AUT's reputation as a university of choice for international students
International Business Development Strategic guidance in the development of regional recruitment plans	▪ Strategic leadership to develop key relations as well as supporting faculties in their overseas engagement activities.
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	

RESPONSIBILITY	EXPECTED OUTCOMES
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 ▪ 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
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 3

Description

This role forms part of a matrix model working closely with Brand and Marketing, Faculties and Student Services and Administration.

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 generating activities (RGA) 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. 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 post holder is required to maintain flexibility, make judgements and solve problems based on appropriate research and situational conditions. The role has a significant impact on financial resources for the achievement of international student projections.

The role is also responsible for establishing and maintaining strategic relationships with both internal and external stakeholder, applying influence and negotiating in a range of environments, and in doing so, impacting student recruitment conversions and outcomes and AUT's reputation.

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 Research, Enterprise and International.

Staff

Three direct reports and managing a team of up to 15 staff.

Financial

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

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ MBA or postgraduate degree in Business Development or International Relations, or equivalent	
KNOWLEDGE & EXPERIENCE	
▪ Extensive experience in International Relations and stakeholder management ▪ Extensive experience of working with NZ Government departments including MFAT, ENZ, INZ. ▪ Extensive experience working with Agents ▪ Strategy development skills supported by implementation and monitoring experience in a business to the business environment leading to business development and growth ▪ Extensive experience in people management and leadership ▪ Knowledge and practice in the principles of equity and diversity ▪ Proven outcomes in international relations ▪ Extensive experience in international business development including the delivery of executive education programmes for overseas governments ▪ Extensive experience in the management of complex virtual relationships and teams ▪ Public speaking experience	▪ 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 with third-party stakeholders ▪ Extensive experience working within a foreign/international context
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 ▪ Excellent negotiation skills and extensive experience of negotiation in an international and cross-cultural context ▪ Excellent leadership skills, and experience of leadership in a cross-cultural context ▪ High level of 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 ▪ Strong analytical skills to provide proactive solutions to agents, students and the public ▪ Crisis management skills ▪ Strong intercultural skills ▪ Ability to maintain confidentiality	• Proficiency in one or more of the languages in AUT's key markets – research, student recruitment, business development.

▪ Ability to establish rapport with international visitors and students ▪ Ability to provide advisory services	
ATTRIBUTES	
▪ Cross-cultural competence ▪ Willingness to travel and to work across time zones ▪ 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	