

Post Details		Last Updated: 10/04/2025	
Faculty/Administrative/Service Department	Global Engagement		
Job Title	Associate Director of International Engagement		
Job Family	Professional Services	Job Level	6
Responsible to	Vice-President, Global		
Responsible for (Staff)	International Mobility Manager International Partnership Manager		
Job Purpose Statement The Associate Director of International Engagement plays an important role in advancing the University of Surrey's global impact and reputation by leading the institution's international engagement strategies and initiatives. This is a leadership position with responsibility for promoting international collaborations and mobility, thereby enhancing the University's global profile.			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<div><div>1. Develop and Implement the International Engagement Strategy: Formulate, communicate and execute a comprehensive international engagement strategy aligned with the University's broader goals. This strategy should encompass academic partnerships, research collaborations, international mobility and other global engagement initiatives, as well as contributing to the broader international student recruitment strategy.</div><div>2. Cultivate Global Partnerships: Establish and nurture strong relationships with international academic institutions, industry leaders, government agencies and other stakeholders to promote collaboration and knowledge exchange.</div><div>3. Relationship-based International Student Recruitment: Working closely with the Director of International Student Recruitment, drive initiatives to increase international student enrolment, including promoting international partnerships which demonstrably enhance student recruitment, including articulation pathways and dual PhDs.</div><div>4. Enhance Student Mobility: Facilitate study abroad programs and create opportunities for Surrey students to gain global experience, fostering a diverse and inclusive learning environment.</div><div>5. Advance Research and Innovation: Working with the Director of Research, Innovation and Impact (RII), promote international research collaborations, joint projects and funding opportunities to facilitate academic excellence, knowledge transfer and innovation across borders.</div><div>6. Global Reputation Management: Enhance the University's international reputation by promoting the institution's global achievements, publications and contributions to research, education and societal progress.</div><div>7. Budget and Resource Management: Oversee the allocation of resources for international engagement activities and manage budgets effectively to achieve our strategic objectives.</div><div>8. Compliance and Risk Management: Ensure compliance with relevant international regulations and mitigate risks associated with international activities, including compliance with immigration and visa regulations.</div><div>9. Data Analysis and Reporting: Regularly assess the effectiveness of international engagement strategies through data analysis and reporting, and adjust strategies as needed to achieve the University's goals.</div><div>10. Cultural Competency and Inclusivity: Promote a diverse and inclusive culture within the University, fostering an environment that is welcoming to students and staff from around the world.</div></div>			
N.B. The above list is not exhaustive.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder is responsible for strategy, and developing, with the Vice-President, Global the longer-term strategy and plan in line with the University's strategic planning process.

Problem Solving and Decision Making

- The post holder is expected to operate with a high degree of strategic autonomy; they have the discretion to determine their own priorities, provided their activities are consistent with meeting the International Engagement strategic objectives of department and any guidance offered by the Vice-President, Global
- The post holder can call upon members of the International Engagement team members to meet both the internal demand and external prospect requirements

Continuous Improvement

- Recommendations for process improvement once developed, would be presented to the Vice-President, Global or other groups where appropriate.
- They are expected to exercise sound judgement and demonstrate initiative in terms of ensuring that the requirements of the department are implemented effectively and that they are maintained in accordance with standards set by University policy, procedures and legislation.

Accountability

- The post holder will be expected to use their own judgement on how resources are used to achieve the best balance of results for the University in terms of direct income generation and engagement.
- The post holder is jointly responsible for developing the International Engagement strategy for the University.

Dimensions of the role

- The post holder will submit their planned expenditure for activities and has responsibility for a devolved budget.

Supplementary Information

- Many elements of the post holder's role will require them to demonstrate a confident, professional and collaborative communication style.
- This will involve the post holder persuading individuals who the post holder may not have authority over, to carry out required actions and re-educating staff in ways of operating and carrying out tasks.
- They will also need to develop and maintain a network both internally and externally in order to maintain up to date knowledge of International Engagement practices. This will include fostering close working between other internal teams, Faculty academics and professional staff and developing links and relationships across the sector.
- The post holder will be required to have a degree of flexibility in terms of working outside of normal office hours & travel due to the nature of the post.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Professionally qualified with a relevant degree/postgraduate qualification, plus a significant number of years' relevant leadership experience, or substantial experience and proven success in a strategically important broad function/specialist area.

Or:

Substantial and extensive vocational experience demonstrating professional development and achievement in a series of progressively more demanding, influential and broad work roles, backed by evidence of deep and broad knowledge of the whole functional work area.

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role

**Essential/
Desirable**

**Level
1-3**

Global Perspective: A deep understanding of global higher education trends, knowledge of diverse international markets, and a global perspective on education are essential. **Cultural Competence:** Demonstrated cultural sensitivity and awareness, with experience working with individuals from diverse backgrounds and cultures.

E

3

Relationship Building and networking: Exceptional relationship-building skills, both within and outside the organisation, with the ability to engage and collaborate effectively with a diverse array of stakeholders, including international partners, faculty, staff and students. Strong existing networks in the international higher education community, as well as the ability to expand and leverage these networks to benefit the University.

E

3

Leadership: Strong leadership and management skills, including experience in leading and motivating teams, and a proven ability to set and achieve strategic objectives in the context of international engagement.

E

3

Communication Skills: Excellent verbal and written communication skills, including the ability to convey the University's mission, values and objectives to a global audience.

E

3

Innovative Thinking: A forward-thinking, creative mindset with a track record of developing innovative programs and initiatives to enhance international engagement and partnerships.

E

2

Special Requirements:

**Essential/
Desirable**

The post holder will be required to have a degree of flexibility in terms of working outside of normal office hours & travel due to the nature of the post

E

Core Competencies This section contains the level of competency required to carry out this role

**Level
1-3**

Communication

3

Adaptability / Flexibility

3

Customer/Client service and support

3

Planning and Organising

3

Continuous Improvement

3

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

3

Creative and Analytical Thinking

3

Influencing, Persuasion and Negotiation Skills

3

Strategic Thinking & Leadership

3

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects

that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

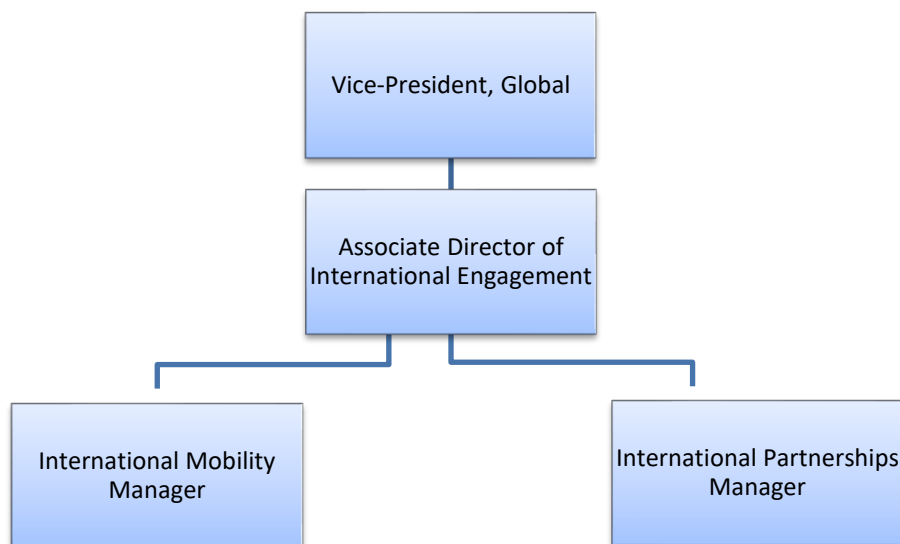
Organisational/Departmental Information & Key Relationships

Background Information

This post will manage the International Engagement team, which leads on the strategic aspects of international activities at the University of Surrey.

1. To facilitate, and where appropriate drive forward, strategic academic partnerships with a range of international stakeholders ensuring that the University is adopting a strategic approach to new partnerships and critically reviewing the performance of existing partnerships.
2. To manage the mobility of students and staff (incoming and outgoing) through a range of University-wide initiatives including those within Europe under ERASMUS+ and worldwide through student exchange agreements.
3. To ensure that the global impact of Surrey's world class research, enterprise and teaching is fully realised through our performance in international league tables.

Department Structure Chart



Relationships

Internal

- Associate Deans International
- Director of International Student Recruitment
- International partners
- Faculty staff
- Students