



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Global Academic Engagement Manager (Mobility and Partnerships) Global Academic Engagement Manager (Research and Alliances)		
Department/Division: Global Academic Engagement, Philanthropy and Global Engagement (PAGE) Accountable to: Director, East Asia & Global Academic Engagement, PAGE		
Competency	Criteria	E/D
Knowledge & experience	A track record of achievement in programme or project management in a university or similarly complex private- or public-sector environment	E
	Degree-level education (at least to BA, BSc or equivalent)	E
	Experience on research project development and partnerships in an education or business setting. (Relevant ONLY for Research and Alliances position)	D
	Experience of fundraising, budget management, financial planning and negotiating financial support between organisations.	D
	Work experience in the higher education sector, and/or on partnership development in international education on mobility or other areas.	D
Communication	Ability to communicate effectively and appropriately in writing and orally, in formal and informal settings, to people at all organisational levels.	E
	Convincing and persuasive in oral presentation, including with very senior interlocutors	E
	First-rate drafting skills, particularly in summarising and presenting complex or specialised material	E
	Experience of drafting and negotiating memoranda and Agreements	E
Teamwork & motivation	Ability to work cooperatively and calmly under pressure with wide range of colleagues	E
	Ability to coordinate projects and engage with staff across multiple departments to achieve institutional goals	E



Liaison & networking	<p>Affinity with the academic enterprise and ability to empathise with the concerns and interests of leading academics in the social sciences, and an interest in working collaboratively with academics and other professional services personnel.</p> <p>A tenacious personality not set back by failure or lack of response.</p> <p>A track record of building meaningful external relationships to engage them with the organisation and aid collaboration on mutual interests.</p> <p>Experience in building and maintaining networks of contacts in a variety of cultures and countries worldwide</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Planning & organisation	<p>Ability to prioritise short- and long-term goals effectively.</p> <p>Ability to manage multiple complex projects running simultaneously and across organisations, both high level oversight and day to day management of project work.</p>	<p>E</p> <p>E</p>
Initiative & problem-solving	<p>Ability to work with limited supervision.</p> <p>Skills in identifying and anticipating future opportunities, and in producing sound and imaginative proposals to address them, working collaboratively with colleagues across the organisation</p> <p>A creative but practical approach to problem-solving, including in steering projects or proposals through complex organisations</p>	<p>E</p> <p>E</p> <p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.