

## **JOB DESCRIPTION**

**POST:** Strategic Insight and Support Manager (maternity cover)  
**Grade:** Technical  
**Directorate:** Universities UK International  
**Reporting to:** Assistant Director, Partnerships and Strategic Insight  
**Line management:** Strategic Insight and Support Officer (1)

### **Job Summary:**

Universities UK International (UUKi) represents the interests of all UK higher education institutions internationally and promotes UK higher education overseas. We are looking for a someone with both excellent stakeholder engagement and analytical skills, to develop UUKi's engagement with its Pro-Vice-Chancellor International (PVCi) Network; lead our programme of analytical work; and coordinate and project manage UUKi's response to a small number of specific emerging issues of relevance to institutions' international activities where we judge there to be a need to support capacity building/resilience at the sector level.

This maternity cover role UUKi will enhance our work supporting member organisations in developing and delivering on their international strategies. By engaging effectively with our key audiences, we will be best placed to respond to support our members to develop and deliver strong international strategies through identifying new strategic challenges and emerging trends.

The Strategic Insight and Support Manager (mat cover) will be highly organised, a good communicator and team player, with strong analytical skills. They will have considerable project management experience and understand the higher education policy environment. They should have a demonstrable interest in international and/or higher education policy and be able to work well under pressure in a fast-paced environment.

Interviews are expected to take place on Friday 20 January 2023

### **Main responsibilities**

#### **Insight and analysis**

- Gather feedback from VCs, PVCis and other sources to increase our understanding of what insights and analysis would be of the greatest use to our member institutions in developing their international strategies.
- Lead the development and delivery a small suite of analytical reports which are designed to support and inform institutional strategy and which respond to member interest and priorities (These typically include publications such as

*International Facts and Figures* and other UUKi publications that address its strategic objectives, such as *Why aren't we second?* and 'Scale of TNE')

### **Emerging issues**

- Lead on the development and delivery of a small number of capacity-building or resilience programmes of work that support member priorities and concerns
- Operate a 'horizon-scanning' approach to identify any likely future threats or challenges that might impact on members' abilities to effectively deliver their international ambitions and work with UUKi colleagues to ensure an appropriate response

### **Convening our key advisory groups and supporting PVCis in their roles.**

- Manage UUKi's structured engagement with Pro-Vice-Chancellors International and other institutional staff in member institutions with strategic responsibility for internationalisation
- Manage and act as Secretariat for UUKi's PVCi Network, through the provision of regular updates and engagement opportunities
- Lead on the agenda development of UUKi's annual residential PVCi Forum, working closely with the UUKi External Affairs team
- Act as secretariat for UUKi's Strategic Advisory Board (ISAB) and Funders & Managers Group
- Prepare briefing papers on relevant topics for senior staff when requested
- Provide blogs and other written communications as requested to support and highlight activity

### **Management**

- Line manage the Strategic Insight and Support Officer

The postholder should undertake such other duties that may be required from time to time by the Assistant Director, Partnerships and Strategic Insight, related to the responsibilities listed above.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

## UUK Values and Behaviours



This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

**POST:** Strategic Insight and Support Manager (full-time)  
**GRADE:** Technical (£39,650- £45,257)  
**DIRECTORATE:** Universities UK International  
**Responsible to:** Assistant Director, Partnerships and Strategic Insight

	<b>Description</b>	<b>Assessment</b>
<b>Qualifications</b>	<p><b>Essential</b></p> <p>1) A degree or equivalent level qualification</p>	Application
<b>Work experience</b>	<p><b>Essential</b></p> <p>2) Demonstrable experience of programme or project management or of developing or coordinating programmes of work</p> <p><b>Desirable</b></p> <p>3) Experience as a line manager or of managing individuals or small teams to successfully deliver projects of work</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>
<b>Knowledge</b>	<p><b>Essential</b></p> <p>4) An understanding of key policy areas relating to international higher education</p> <p><b>Desirable</b></p> <p>5) Knowledge of the higher education funding and policy environment in the UK</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>
<b>Skills</b>	<p><b>Essential</b></p> <p>6) Excellent written and oral skills, including the ability to write copy for different audiences</p>	Application & interview

	7) Demonstrable experience of working across multiple projects to prioritise activity and to meet deadlines	Application & interview
<b>Competencies</b>	<p><b>Essential</b></p> <p>8) An ability to work calmly under pressure and to respond flexibly in response to changing priorities</p> <p>9) Ability to build and maintain stakeholder relationships at all levels including funders, senior management at universities, sector agencies and government.</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>
<b>Other</b>	<p><b>Essential</b></p> <p>10) This post will require occasional travel, including overnight stays</p> <p>11) Understanding of, and commitment to, equality and diversity as set out in UUK's equality and diversity policy.</p>	<p>Application</p> <p>Application</p>