Vice-Chancellor's Office

**University Special Envoy (India)**

**Role Description**

**Role Purpose -** To lead on the strategic planning, in a way consistent with the University’s overall approach, delivery and review of the University’s relationships with and activities in India as part of the International Engagement and Impact (IEI) Core Plan. This includes:

1. Student Recruitment

2. Academic Partnerships (R&I and T)

3. Partnership Opportunities

4. Philanthropic Development

5. EDI Opportunities

6. Sport Partnerships

To support the Vice-Chancellor in relationship building, opportunity development and partnership management in the region.

To lead on the planning of VC delegation visits, as well as visit the region as required.

To report to the International Strategy Management Group (ISMG) and to ALT/PSLT.

To develop and monitor agreed KPIs for the region to ensure success is being achieved.

**Points To Note**

**This leadership role is expected to be varied in terms of workload and will increase leading up to an international visit. This role will be for an initial 2-year appointment, with the possibility of extension.**

**It is anticipated that the Envoy will make two trips to India per year and their other related duties will be roughly equivalent to two days per month.**

**This role is open to all Job Families, and we would expect applicants to have discussed it with their manager prior to application.**

The purpose of this role description is to indicate the general level of duties and responsibility of the role. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. The role-holder should evidence experience or familiarity of the relevant region.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.  
  
All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

**Organisational Responsibility**

Reports to the International Strategy Management Group (ISMG) which is Chaired by the Provost and Deputy Vice-Chancellor.

Will be invited to ALT/PSLT, Senate and other meetings as necessary. Will also liaise with relevant Professional Services staff as needed, as well as lead engagement with academics with links to the named region.

**Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Interview

**Essential Criteria**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** | **Stage** |
| Experience | Experience or familiarity of India and the region. | 1,2 |
|  | Experience of leadership | 1,2 |
|  | An understanding of the issues facing the UK higher education sector | 1,2 |
| Skills and abilities | Demonstrated ability to work closely and effectively with colleagues including senior colleagues across the University | 2 |
|  | Evidence of high levels of motivation and the personal drive necessary to support change | 2 |
|  | Ability to stimulate and inspire others as reflected in their leadership and influence beyond own School or Service. | 2 |
|  | Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business, and agencies on a wide variety of matters. | 2 |
|  | Experience of leading a team | 1,2 |

# **Application process**

The closing date for receipt of expressions of interest is **Wednesday 29 June.** Interviews will be held in the afternoon of **Tuesday 26 July.**

Please send your expressions of interest to Kelly Craven, [k.m.craven@lboro.ac.uk](mailto:k.m.craven@lboro.ac.uk) and include a Cover letter and CV explaining your suitability for the role.

For further information about the role or to have an informal conversation about the role/process please contact Martyn Edwards at [**M.Edwards@lboro.ac.uk**](mailto:M.Edwards@lboro.ac.uk)**.**

We are keen to encourage applications from across our community as part of our ongoing commitment to equity, diversity and inclusion.