

Job Title:	Senior International Relations Officer (Europe)
Department/Division/Faculty:	International Relations Office
Campus location:	South Kensington Campus
Job Family/Level:	Professional Services Level 4
Responsible to:	Head, International Relations Office
Line Management responsibility for:	Assistant International Relations Officer
Key Working Relationships (internal):	Provost, President, Vice Provosts, Associate Provosts, Vice Presidents, IRO staff, Public Affairs team, Faculty Deans and Vice-Deans, Faculty Operating Officers, Communications, Alumni, Advancement staff, Strategic Research Managers, Enterprise team, Student Recruitment, Registry staff
Key Working Relationships (external):	Staff of partner universities, Government officials (UK and overseas), Embassy and High Commission staff (other countries in UK, UK offices overseas), British Council senior staff, in UK and overseas
Contract type:	Fixed-term 12 month Contract

Purpose of the Post

Imperial is a global leader in science, education and innovation and we are consistently rated in the top 10 universities in the world. The College focuses on the four main disciplines of science, engineering, medicine and business and is renowned for its application of these skills to industry and enterprise.

The International Relations Office (IRO) is a highly visible central office that facilitates the development of international partnerships with peer universities, governments and related organisations, with an overarching aim to support the College in collaborating with and educating the best globally.

Working closely with colleagues in the International Relations Office, as well as the College's senior management and four Faculties, you will play a key role in developing and implementing academic partnership strategies with a region – Europe – that is of major importance to Imperial. In the last decade, more than 60,000 Imperial research papers were co-authored with peers at European universities and this year we have forged major partnerships with the [Technical University of Munich](#) and the [CNRS](#), France's and Europe's largest fundamental research agency.

With a very strong knowledge of the science, innovation and higher education landscape, you will monitor and report on trends and developments, advise on opportunities and risks that emerge, support the development of academic partnership strategies, and build strong networks for the College, including representatives of higher education institutions, the EU institutions, national governments and funding organisations, both in Europe and the UK. You will also provide credible expert advice to senior College representatives on building strategic engagement across the region, in order to bring mutual benefit to Imperial, partner institutions and national governments.

International student recruitment is not a feature of this position.

Key Responsibilities

Liaison (~40%)

- Be a credible, useful and trusted source of advice to senior and academic colleagues by using extensive and established international networks to identify and leverage international opportunities for the College
- Act as a key senior contact ('front door') for the College's European strategic partners and possess sufficient levels of credibility to be able to lead on discussions regarding College interests and priorities, ensuring expectations are managed appropriately and relevant opportunities acted upon
- Support the College's participation in the League of European Research Universities (LERU) through briefings to senior staff attending LERU events and co-ordinating biennial meetings of senior College LERU Academic Leads
- Effectively promote the College's interests externally, to organisations including foreign embassies based in the UK, British embassies overseas, collaborating peer institutions, FCO, UUKi, London Office of the European Commission and consortia partners
- Attend relevant external working groups and events (e.g. UUKi groups, WIG briefings), feeding in to government policy and providing briefings for senior ministerial visits regarding College developments and new international initiatives

Strategic analysis and planning (~50%)

- Provide specialist regional advice, briefings and background information about international partnership opportunities to senior College stakeholders
- Development and delivery of strategic partnership initiatives in the regions of responsibility (e.g. new strategic partnership in education, research and innovation with the Technical University of Munich)
- Make strategic recommendations to departments and Faculties on new partnerships and international policy initiatives, drawing on developed regional expertise to advise how best to leverage existing links for the benefit of the College
- Identify, monitor and report external factors (such as changes in EU policy) that may impact the College's international relationships, identifying risks and opportunities for the College
- Convene and provide analysis for the cross-College Europe Advisory Group, in order to provide effective strategic advice and make recommendations to the College's leadership team
- Conduct analysis and research into international HE trends data (e.g. partner countries' research priorities, funding streams, government-funded scholarships, forthcoming science policy changes) considering trends over varying periods and identifying areas of synergy with the College
- Develop structured, strategic international engagement plans (spanning 1-5 years) to support and develop the College's international partnerships and collaborations in specific countries and/or regions, including Europe. To include engagement with university partners, government ministries, funding organisations
- Conduct due diligence checks on new international partners (including countries, HEIs, and funding organisations) in order to expose and evaluate the potential risks to the College of engaging in the partnership

<ul style="list-style-type: none"> • Coordinate the negotiation and signing of Memoranda of Understanding, and any other relevant agreements with partners in Europe • Evaluate, manage and coordinate high-level visits to and from relevant world region(s), working with other relevant teams in College, as required, and under the direction of the Vice President (International), Provost, and President <p>Other duties (~10%)</p> <ul style="list-style-type: none"> • To contribute to the development of the IRO's Imperial Global Science Policy Forum programme - a high-profile network connecting Imperial academics with senior international science and technology advisers and diplomats, UK government policymakers, industry experts and other relevant stakeholder • Supervision, development and line management of an Assistant International Relations Officer • Ad-hoc supervision of staff working on specific projects such as international visits and data collection for international engagement strategies • Understand and proactively engage with the College's and Office's strategic priorities in all communications • Develop metrics to facilitate ongoing monitoring and benchmarking of effectiveness and value for money of International Relations Office activities, including analysis of risks and KPIs • To undertake any other tasks appropriate to the grade as directed by the post-holder's line manager

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education	
A good undergraduate level degree or equivalent qualification	E
A science or engineering subject	D
Experience	
Possess credibility with senior and academic colleagues, and partner institutions	E
Proven ability to work successfully and positively with a wide variety of internal and external stakeholders, from varying backgrounds and at varying levels of seniority	E
Existing relevant and transferable networks of external stakeholders	D
Experience of working within a HEI	D
Experience of working in a role requiring diplomatic and negotiation skills	D
Experience of working abroad, in the regions of responsibility	D
Project management experience	D
Knowledge	
Excellent knowledge of the international higher education landscape	E
Excellent understanding of the academic and research environment in the region of responsibility	E
Skills & Abilities	
Strategic and analytical mind-set, capable of identifying competitive advantage	E
Excellent written English and the ability to prepare high quality briefings and reports	E
Confident presentation skills	E

Strong delivery and customer focus in a complex organisation, balancing systematic planning, attention to detail and influencing to develop opportunities	E
Ability to navigate a large matrix environment. A sound grasp of the dynamics of the relationships between departments, groups and individuals of an organisation, and sensitivity to differences in priorities	E
Ability to operate in at least one second language native to the regions of responsibility	D

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.