### Job Description

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|  | Role Profile |

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| Job Title | **Manager Higher Education and Education Services** |
| Strategic Business Unit | Education and Society | Location | Colombo, Sri Lanka, South Asia |
| Reports to | Head Programmes  | Pay Band | Grade G / Pay Band 6 |
| Duration of job | Indefinite (permanent) contract |
| **PURPOSE OF JOB** * Oversee our work in Higher Education and Education Services, across the portfolio of grant work, partnerships and paid for services

In more detail:-* To take responsibility for our portfolio across the core areas of our work in Higher Education: Education Sector Engagement and Mobility
* To assist Country Director (CD) on the strategic development, coordination and delivery of all Higher Education programmes and activities in Sri Lanka in support of the British Council’s global, regional and country strategies.
* To assist positioning of British Council and the UK as the partner of choice for local and UK Higher Education stakeholders.
* To lead on implementation of Education Services to meet agreed financial and impact targets.

**CONTEXT AND ENVIRONMENT****The British Council**The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.**Country Operations**British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects. We have approximately 25,000 members in our library which is the largest membership in the British Council global network and run two of the largest British Council Teaching Centre and Exams operations in the world. Our total staff strength is over 225 across three offices; Colombo, Kandy and Jaffna.**Unit Details**This post operates under one of the Council’s three strategic business units (SBUs): **Education and Society** (the others being Arts and English).Our work in Education and Society will create more international opportunities and greater trust between the people of the UK and other countries. Our work will make a difference and have a real impact on people’s lives. Through our global network and balanced portfolio we will make a vital contribution to cultural relations.Within Education, our work focuses on four specialist areas – Higher Education, School Systems, Skills and Science and Research. These areas, our platforms, work with a range of topics that have national and global importance. This allows us to initiate dialogue, develop lasting relationships and build trust with individuals, institutions and governments.Our work in Higher Education focuses on increased global partnership and networks between universities, students, practitioners and Higher Education leaders. We aim to bring benefit to Sri Lanka and the UK by:* Developing and sharing innovative practice in higher education
* Connecting institutions and people in the UK and globally
* Creating market opportunities for UK organisations
* Increasing international mobility delivering both economic benefits and long-term connection and understanding.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES** The role will take responsibility for our Higher Education work across these core areas: **Education Sector Engagement*** The role-holder will lead the British Council Sri Lanka’s engagement with the Higher Education sector in Sri Lanka
* Overall co-ordinator for managing our relationships with key partners, stakeholders and influencers
* Ensure consistency of engagement with the key stakeholders and that appropriate regular engagement is conducted regularly
* Contribute to developing and delivering all aspects of Higher Education and Education Services work, including research, development, event and project management, monitoring and evaluation.
* Contribute to pursuit of new business opportunities and contracts, utilising sector expertise to support the business development and delivery teams in stakeholder engagement, proposal writing and business delivery.

**Mobility** * The role-holder will lead the British Council’s promotion of mobility to and from the UK.
* Oversee our outward mobility programmes and the services we offer in relation to student mobility, trans-national education and researcher exchange.
* Oversee the management and development of the Education UK brand and related activities.
* Oversee the management and delivery of Alumni services

**Policy and Strategy*** The role-holder will be overall co-ordinator for managing our relationships with government departments, co-ordinating with country senior management.
* Ensure that appropriate regular meetings are regularly held with government stakeholders and that information on issues relating to Higher Education policy is regularly shared with country, regional and UK teams.
* Work with colleagues in South Asia and UK to help shape research and strategy relating to Higher Education, through thought leadership and policy dialogues such as Global Education Dialogues and Going Global.

**Financial and Operational Responsibilities*** Ensure sustainability of programmes in the long term through management of a portfolio of services which meet strategic and financial objectives, generate new sources of funding and achieve income targets.
* Maintain corporate standards including EDI (Equality, Diversity and Inclusion) and Child Protection core requirements.
* Agree annual targets for Higher Education activity and deliver these on schedule.
* Effective management of the Higher Education budget and business risks.
* Effective line management of Higher Education team for efficient delivery of Higher Education portfolio in line with corporate standards including performance management.

**KEY RELATIONSHIPS:** (include internal and external)The post holder will need to develop successful relationships with;* Internal – Country sector SBU leads, Partnerships and Business Development and Marcomms teams, Regional/HQ Education and Society network, Digital Delivery team, Examinations team
* External – key government ministries, academic officials/heads of higher education departments, UK International Higher Education institutes/organisations, UK Visa and Immigration in Chennai and UK Trade and Investments in Colombo, other public sector departments.

**OTHER IMPORTANT REQUIREMENTS OF THE JOB** *(e.g. travel, unsocial/evening hours, restrictions on employment etc.)*We encourage work life balance. However, occasionally the post-holder is required to put in extra hours depending on the urgency of work, attending official visits or delivering high quality events. |
| Passport/visa and/or nationality requirement | Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka |
| Security or legal checks required for this role | Under our Child Protection agenda, the post-holder is required to obtain a Police Report prior to appointment |

### Person Specification

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours** *See* [*The Behaviours Dictionary*](file:///G%3A%5CShared%5CResources%5CHR%5CRecruitment%20Procedures%5CBehaviours%5CBC%20behaviours.pdf) *for details* | **Behaviours assessed during interview stage of recruitment process*** Creating shared purpose (more demanding)
* Making it happen (more demanding)
* Connecting with others (essential)

**Behaviours not assessed during recruitment process*** [Shaping the future](http://intranet.britishcouncil.org/hr/Performance_Development/Pages/Behaviourstable.aspx#shaping) (essential)
* [Being accountable](http://intranet.britishcouncil.org/hr/Performance_Development/Pages/Behaviourstable.aspx#being) (essential)
* [Working together](http://intranet.britishcouncil.org/hr/Performance_Development/Pages/Behaviourstable.aspx#working) (essential)
 |  | The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned. |
| [**Skills**](file:///G%3A%5CShared%5CHuman%20Resources%5CRecruitment%20procedures%5CGeneric%20skills) **and Knowledge***See* [*The Core Skills Dictionary*](file:///G%3A%5CShared%5CResources%5CHR%5CRecruitment%20Procedures%5CBC%20Core%20skills%202015%5CBC%20Core%20Skills.pdf) *for details* | * Managing Projects (Level 3)

Leads smaller projectsAnalyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.* Managing Finance and Resources (Level 3)

Supports budget managementMonitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning. | * Communicating and Influencing (Level 2)

Relates communications to circumstancesDisplays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences. | Short listing and/or Interview  |
| **Experience** | * A proven track record and interest demonstrating experience and engagement with international higher education sector
 | * A proven track record in project management experience and/or marketing
* Direct experience of the UK Higher Education system as a student or professionally
 | Short listing and/or Interview |
| **Qualifications** | * Relevant professional qualification or equivalent work experience
 |  | Short listing and/or interview |

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| Submitted by  | Head Programmes  | Signature & Date | March 2017 |
| Post-holder |  | Signature & Date |  |