



Position Title: Overseas Development Manager
Position Classification: Dual Classification Level 8 and Level 9
Position Number: 306897
Faculty/Office: Faculty of Science
School/Division: Faculty Office
Centre/Section: External Relations Team
Supervisor Title: Faculty Manager (Business)
Supervisor Position Number: 109165

About the University

The University of Western Australia has an international reputation for excellence and enterprise and has been rated as one of the best comprehensive universities in Australia. It is one of the country's leading research institutions as demonstrated by our Nobel Laureate and is the only WA member of the prestigious "Group of Eight" research universities.

Vision and Values

The University of Western Australia vision is achieving international excellence.

Its core values underpinning our activities are a commitment to:

- A high performance culture designed to achieve international excellence
- Academic freedom to encourage staff and students to engage in the open exchange of ideas and thought
- Continuous improvement through self-examination and external review
- Fostering the values of openness, honesty, tolerance, fairness, trust and responsibility in social, moral and academic matters
- Transparency in decision making and accountability
- Equity and merit as the fundamental principles for the achievement of the full potential of all staff and students

All staff are expected to comply with the Code of Ethics and the University's Code of Conduct and demonstrate a commitment to its Equity and Diversity and Safety principles and the General Capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au> and <http://www.safety.uwa.edu.au/policies>.

All Staff are to complete a Professional Development Review Annually. Details of the University policies on Professional Development Review can be accessed at http://www.hr.uwa.edu.au/policy/toc/performance_management_of_staff/professional_development_review

A Commencing Professional Development Review should be completed within six months of commencement please discuss with your supervisor who is responsible for undertaking the review.

Your work area

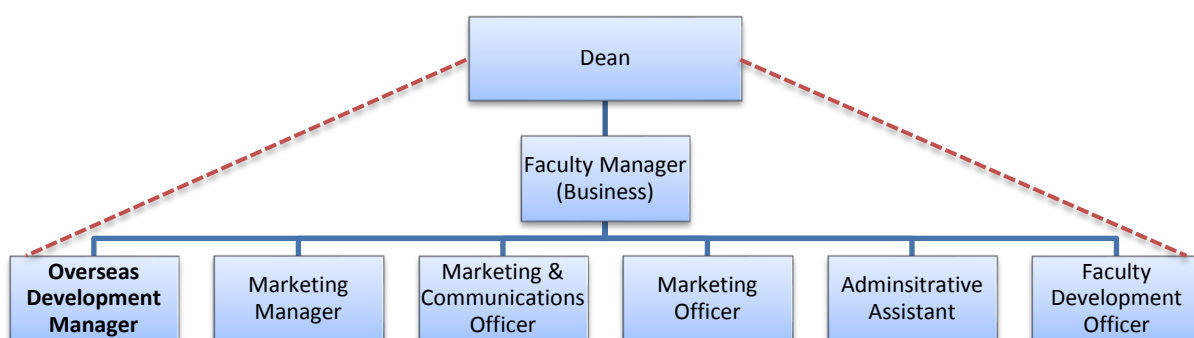
The Faculty of Science is a large, comprehensive, research-intensive faculty with annual research income of more than \$75 million, 950 staff, 700 PhD students, 500 postgraduate coursework students and more than 5,000 undergraduate students. Its operations are carried out by nine Schools, a number of Centres and the Science Faculty Office.

An excellent UWA needs an outstanding **Faculty of Science** that is truly international. The vision of the Faculty is to be the best science faculty in Australia and to be amongst the very best in the world. It is a Faculty full of opportunity that supports staff to pursue “science that makes a difference” and whose reputation for research and education extends far beyond Western Australia and Australia.

The Science Faculty Office supports the strategic agenda of the Faculty of Science and of The University. Its overriding philosophy is to effectively and efficiently deliver high quality services and support to internal and external clients. Its teams are aligned to the Faculty’s and the University’s Operational Planning Priorities and with the Faculty’s governance structure. Staff of the Science Faculty Office are committed to developing specialist expertise within and across high performing teams.

The External Relations Team strives to be a highly integrated and innovative team that builds the Faculty’s global visibility and enhances its reputation nationally and internationally. It works to position the Faculty as a place of excellence that strives to make a difference to humanity. It supports income growth through engagement with potential students (local, national and international), new partners, the community and alumni. Its activities are supported by the use of innovative marketing methods, market intelligence and the building of relationships with the other teams of the Faculty Office, the Schools and Centres of the Faculty and various divisions of the University’s Central Administration.

Organisation chart



Your opportunity

As the Overseas Development Manager you will be responsible for leading and managing all aspects related to international marketing of the Faculty of Science.

The position has a dual classification level at Level 8 or Level 9. There are specific selection criteria developed for each level. It is expected at the Level 8 classification that the incumbent will provide key strategic advice on international recruitment. At Level 9 it is expected that the individual will have a higher level strategic role and will set long term priorities and objectives.

The level of appointment to the position is dependent upon the individual’s skills and abilities which are assessed against the specific selection criteria for each level. If an appointment is made at Level 8, progression to Level 9 may occur through the performance appraisal review process.

The Overseas Development Manager reports to the Faculty Manager (Business), Faculty of Science.

Your role

You will have responsibility for leading and delivering the following key tasks:

- Through a well-developed understanding of the demand factors, identify opportunities for the recruitment of international undergraduate and postgraduate science students, and recommend strategies to capitalise on these opportunities.
- Develop and implement a comprehensive marketing plan for the recruitment of international students into the Faculty of Science.
- Develop relationships with key overseas agents in a number of target markets and countries.
- Manage and support relationships between the Faculty of Science and overseas institutions, including secondary schools and tertiary institutions.
- With assistance from other members of the External Relations Team, contribute to the development of the Faculty's website and promotional materials in relation to international recruitment.
- Manage the budget allocated by the Faculty of Science for the recruitment of international students.
- Other duties as directed.

Your specific work capabilities (selection criteria)

Level 8

- Relevant tertiary qualification or considerable relevant experience in a similar role.
- Substantial relevant marketing experience at an appropriate level, preferably in the field of international education.
- Demonstrated ability to contribute to long term planning and strategic direction at an influential level.
- Excellent organisational skills and ability to set priorities and use initiative to contribute to Faculty objectives.
- Excellent computer skills i.e. word processing, spreadsheet, database, internet and email skills.
- Excellent interpersonal and written and verbal communication skills, including report writing, the ability to liaise with a range of people at all levels and the ability to make presentations to large groups.
- Ability to work independently, show initiative and work productively as part of a team.

Level 9

- Relevant tertiary qualification or considerable relevant experience in a similar role.
- Extensive relevant marketing experience at an appropriate level, preferably in the field of international education.
- Demonstrated ability to determine long term planning and key strategic direction at an influential level and to translate strategy into operational goals.

- Excellent planning and organisational skills and ability to set priorities and use initiative to contribute to Faculty objectives.
- Excellent computer skills i.e. word processing, spreadsheet, database, internet and email skills.
- Excellent interpersonal and written and verbal communication skills, including report writing, the ability to liaise with a range of people at all levels and the ability to make presentations to large groups.
- Ability to work independently, show initiative and to recognise and maximise new opportunities.
- Ability to provide leadership in a team environment.

Your leadership capabilities and behaviours

The Faculty of Science has a culture of leadership at all levels. To assist in your self-development and to provide a basis of discussion for your Professional Development Review, we have outlined below the leadership capabilities and behaviours expected of staff at Level 8 and Level 9.

Level 8

Shapes Strategic Direction

Provides direction to others regarding the purpose and importance of their work. Considers the ramifications of issues and long-term impact of own work and work area. Maintains an awareness of the organisation and monitors the context in which the organisation operates and finds out about best practice approaches. Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.

Achieves Results

Contributes own expertise and commits to achieving quality outcomes. Capitalises on the expert knowledge and skills of others and focuses on identifying opportunities for continuous improvement. Steers and implements change, deals with uncertainty, ensures closure and delivers on intended results. Establishes clear plans and timeframes for project implementation and outlines specific activities. Monitors project progress and adjusts plans as required. Ensures documentation procedures are maintained.

Cultivates Productive Working Relationships

Builds and sustains relationships with a network of key people internally and externally. Involves, encourages and consults with people and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member. Recognises the different perspectives and working styles of individuals and tries to see things from different perspectives. Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards, delivers constructive feedback and deals with under-performance promptly.

Exemplifies personal drive and integrity

Adopts a principled approach and acts professionally and impartially at all times. Provides impartial and forthright advice on issues, challenges important issues constructively and stands by own position. Shows initiative and takes personal responsibility for meeting objectives and progressing work. Proactively steps in and does what is required and commits energy, drive and persistence. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks. Self-evaluates performance, seeks feedback and acts on strengths and development needs. Shows a strong commitment to learning and self-development.

Communicates with influence

Structures written and oral communication to ensure clarity and confidently presents messages in a clear, concise and articulate manner. Seeks to understand the audience and tailors communication medium, style and message accordingly. Listens to others, ensures their views have been understood and does not allow misunderstandings to linger. Anticipates reactions and is prepared to respond.

Approaches negotiations with a strong grasp of the key issues and the desired objectives. Anticipates the position of the other party and frames arguments accordingly. Encourages the support of relevant stakeholders and strives to achieve an outcome that delivers benefits for both parties.

Level 9

Shapes Strategic Direction

Translates strategy into operational goals and creates a shared sense of purpose. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area. Maintains an awareness of the organisation and looks for recent developments that may impact on own business area. Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions. Anticipates and seeks to minimise risks. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and creative alternatives.

Achieves Results

Contributes own expertise and commits to achieving quality outcomes. Builds teams with complementary skills and allocates resources to deliver results. Steers and implements change, deals with uncertainty, ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress, identifies risks that may impact on outcomes and adjusts plans as required.

Cultivates Productive Working Relationships

Builds and sustains relationships with a network of key people internally and externally. Brings people together, encourages input from key stakeholders and ensures others are kept informed of issues. Fosters teamwork and resolves conflict using appropriate strategies. Recognises the different perspectives and working styles of individuals and factors this into the management of people and tasks. Encourages and motivates people to engage in continuous learning and empowers them by delegating tasks. Agrees clear performance standards, delivers constructive feedback and deals with under-performance promptly.

Exemplifies personal drive and integrity

Adopts a principled approach and acts professionally and impartially at all times. Provides impartial and forthright advice on issues, challenges important issues constructively, stands by own position and supports others when required. Shows initiative and takes personal responsibility for meeting objectives and progressing work. Commits energy, drive and persistence, maintains momentum and sustains effort to see that goals are achieved. Critically evaluates own performance, seeks feedback and acts on it, acknowledges development needs and shows strong commitment to learning and self-development.

Communicates with influence

Structures written and oral communication to ensure clarity and confidently presents messages in a clear, concise and articulate manner. Seeks to understand the audience and tailors communication medium, style and message accordingly. Listens to others, ensures their views have been understood and does not allow misunderstandings to linger. Anticipates reactions and is prepared to respond. Approaches negotiations with a strong grasp of the key issues and the desired objectives. Anticipates the position of the other party and adapts approach accordingly. Encourages debate and identifies common ground to facilitate agreement.

Special Requirements

An ability to work flexible hours and undertake regular travel is required.