

Job Description and Person Specification

Last updated: August 2022

JOB DESCRIPTION

Post title:	International Project Coordinator		
Standard Occupation Code: (UKVI SOC CODE)	TBC – 41XX/421XX – Depends on Key Accountabilities		
School/Department:	International Office, Global Recruitment and Admissions		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
Posts responsible to:	Associate Director International		
Posts responsible for:	N/A		
Post base:	Office-based with some local travel and occasional overseas travel		

Job purpose
To coordinate a range of important international projects for the International Office including specific responsibility for providing comprehensive, effective and efficient administrative support to ONCAMPUS Southampton, our pathway provider programme. The postholder will also track the progress of, and report on, broader key performance indicators outlined in the International Strategic Plan, providing the coordination necessary to advance international projects and troubleshoot any potential barriers.

Key accountabilities/primary responsibilities	% Time
<p>1. International Project Coordination</p> <ul style="list-style-type: none"> • Provide the accurate, timely and high-quality coordination of international projects within the International Office team, supporting thematic leads as required. Preparation of regular reports to monitor KPIs relating to the International Strategic Plan and International Office projects for use within Global Recruitment and Admissions, the International Executive Group and any other fora as relevant. • Responsibility for coordinating Task and Finish Groups to advance specific international projects as required. This may include the identification of potential barriers, making recommendations for, or devising, changes or developments, implementing or overseeing changes or developments, and reviewing the success of international projects at a suitable point after launch/completion. • Organise international project meetings and events, ensuring all activities run efficiently by coordinating diaries, booking venues, and supplying relevant information. • Coordination of high-profile in- and outbound delegations including the organisation of itineraries, preparation of briefing papers, booking rooms/ refreshments/travel/parking/security as relevant, taking minutes and following up on agreed actions after the visit and ensuring that such events are linked to specific objectives in the International Strategic Plan. • Undertake Agresso financial administration processes and provide support to management with budget monitoring processes. 	30%
<p>2. ONCAMPUS Pathway Programme</p> <p>To act as the main day-to-day operational contact for ONCAMPUS (our foundation pathway provider) and to facilitate broader coordination across the University of Southampton to ensure the successful and long-term embedding of this strategic partnership. This will require:</p> <p>Recruitment and Marketing Support</p> <ul style="list-style-type: none"> • Working closely with the ONCAMPUS Marketing and Recruitment Manager to monitor recruitment activity, paying particular attention to the diversification of programmes, study levels and domiciles, and to prepare periodic and ad-hoc recruitment reports for internal audiences at the University. • Coordinating and attending a range of engagement events and recruitment activities (virtual and in-person) for ONCAMPUS staff as well as their agents and students, in conjunction with broader teams in professional services (such as Global Recruitment and Admissions and the Student Experience Directorate) and faculties. • Developing student communications for ONCAMPUS cohorts by working closely with the CRM and Student Communications teams to develop and implement a bespoke ONCAMPUS communication plan which covers the student journey from enquiry to offer-holder. • Working with the Student Recruitment Marketing and Events team to ensure that marketing activities and collateral are in line with UoS criteria. • Continuously monitoring and reviewing the ONCAMPUS application and progression experience with the ONCAMPUS Progression Officer to ensure we offer an exceptional student journey where ONCAMPUS students feel engaged with the University and have a smooth transition between their foundation and degree programmes. • Continuously monitoring and reviewing administrative arrangements and procedures to make recommendations for improvements so that they are fit for purpose, including, inter alia, student records and the timely production of ID cards, and then implementing/coordinating agreed changes. 	20%

Key accountabilities/primary responsibilities	% Time
<p>3. Admissions</p> <p>Working closely with the Admissions Manager and Admissions Team Leaders to ensure:</p> <ul style="list-style-type: none"> • Annual progression requirements are up-to-date; • Communications of closed programmes are communicated quickly and efficiently; • Timely responses to ad hoc admissions requests as needed; • Ongoing review of where new UoS programmes may be added to pathway destinations; and the • Efficient production of offer letters and completion of admissions processes in general. 	15%
<p>4. Engagement & Progression</p> <ul style="list-style-type: none"> • Developing and implementing engagement plans with UoS Link Tutors and UoS professional services staff • Building positive working relationships with, and between, faculty Link Tutors and OnCampus staff • Creating and implementing an internal communication plan to keep Link Tutors and other relevant members of staff informed of ONCAMPUS activities and updates 	15%
<p>5. Internal Coordination</p> <ul style="list-style-type: none"> • Providing administrative support to the weekly operational ONCAMPUS meetings, keeping minutes, action logs and resolving/escalating/following up on issues where needed • Keeping the wider International Office and GRA teams updated with ONCAMPUS recruitment and marketing to facilitate opportunities for joint recruitment activities where relevant • Ongoing liaison with the wider university community (International Office, GRA, SED, faculties and Link Tutors etc), to ensure the smooth running of operations. <p>Attendance at, or support of, the Joint Academic Board and any other relevant committees or working groups as required to coordinate ONCAMPUS operations.</p>	10%
<p>6. Contribute, as a member of the Global Recruitment & Admissions department towards broader initiatives to ensure and implement an excellent applicant and student experience. Participate in cross-functional activities such as international student registration, open days and student recruitment events, confirmation and clearing.</p>	5%
<p>7. Any other duties as allocated by the line manager following consultation with the post holder.</p>	5%

Internal and external relationships
<p>Internal:</p> <p>Other members of International Office Global Recruitment and Admissions Student Experience Directorate Faculties, including specifically pathway provider Link Tutors Finance Department iSolutions Legal Services</p> <p>External:</p> <p>Inbound visitors and delegations from partner institutions, embassies, scholarship bodies or other third parties ONCAMPUS staff and students Agents and representatives</p>

Special Requirements
<p>Ability to work frequent evenings and weekends in support of University business (engagement activities, Open Days, Visit Days etc).</p> <p>Demonstrate University of Southampton behaviours (Embedding Collegiality – see below).</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level or NVQ3 with proven work experience acquired in relevant roles and job-related training.</p> <p>Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Able to make effective use of standard office computer systems including word-processing and spreadsheets.</p> <p>Financial administration/budget monitoring experience.</p>	<p>Relevant degree (or equivalent qualification or experience).</p> <p>RSA II word-processing (or equivalent qualification or experience).</p> <p>Understanding of international student recruitment and the Higher Education sector.</p> <p>Understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.</p> <p>Experience of providing executive officer support in a fast-paced environment.</p>	Application and interview
Planning and organising	<p>Able to plan and prioritise a range of one's own, and the team's, standard and non-standard work activities.</p> <p>Able to successfully plan and deliver administrative projects over both very short or extended periods.</p>		Application and interview
Problem solving and initiative	<p>Able to identify and solve problems by applying judgement and initiative to tackle situations in new ways and by developing improved work methods.</p>		Application and interview
Management and teamwork	<p>Able to solicit ideas and opinions to help form specific work plans.</p> <p>Ability to work independently and as part of a team.</p> <p>Ability to manage time appropriately to completed desired work.</p> <p>Excellent people skills and a helpful and supportive attitude.</p> <p>Able to work across teams and liaise confidently with colleagues at all levels to positively influence the way separate teams across the University work together.</p>		Application and interview
Communicating and influencing	<p>Ability to deal with sensitive information in a confidential manner.</p> <p>Excellent English written and verbal communication skills.</p> <p>Ability to communicate effectively in oral and written format.</p> <p>Able to elicit information to identify specific customer needs.</p> <p>Able to offer proactive advice and</p>	<p>Able to make confident presentations to a range of different audiences.</p>	Application and interview

	guidance.		
Other skills and behaviours	Attention to detail. Adaptable and flexible.		Application and interview
Special requirements	Frequent evening and weekend work in line with University calendar and OnCampus activities as required.		Application and interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others