



**Australian
National
University**

Position Description

College/Division:	College of Science College of Health & Medicine College of Engineering, Computing & Cybernetics
Faculty/School/Centre:	College of Science Administration
Department/Unit:	International Relations and Partnerships
Position Title:	Regional Manager, International Relations and Partnerships - STEMM
Classification:	ANU Officer 6/7 (Administration)
Position No:	39302
Responsible to:	Head, International Relations and Partnerships - STEMM
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The International Relations and Partnerships (IRP) team serves the STEMM (Science, Technology, Engineering, Mathematics & Medicine) discipline areas of ANU comprising: College of Science (CoS), College of Health & Medicine (CHM), and College of Engineering, Computing & Cybernetics (CECC). IRP develops and manages the Colleges' international relations and partnerships with international institutions. It delivers on the Colleges' international institutional engagement plans by developing and coordinating collaborative academic and research programs, building & delivering strategic international engagement projects, developing short – and long – term mobility programs (inbound and outbound), managing international institutional agreements, and coordinating international visits/delegations. IRP also develops and delivers strategic international initiatives/partnerships and provides strategic expert advice to stakeholders across the Colleges.

For more information on some of the work of the IRP function within sciences, please visit

<https://science.anu.edu.au/international-relations-partnerships>.

The Regional Manager, International Relations and Partnerships - STEMM performs a broad range of activities in support of the Colleges' international strategy, relationship development and institutional partnerships. It proactively develops international relationships with institutions, government departments, and other organisations in an assigned geographical region – Southeast Asia.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The International Relations and Partnerships (IRP) function within CoS, CHM, & CECC administration aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education, and contribution to public policy development. IRP focuses on identifying, developing, and maintaining international relationships and institutional partnerships that increase ANU global footprint across STEMM discipline areas, and enables the Colleges to expand international engagement to have a global impact. Working to support the objectives of the three ANU Colleges, members of the IRP integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the College, across ANU, and to the community both nationally and internationally.

The Regional Manager – International Relations and Partnerships - STEMM leads the development of international

relationships for an assigned geographical region – Southeast Asia. The position works closely and collaboratively with senior leadership, Research Schools, and other academic and administrative stakeholders across CoS, CHM, CECC, and ANU. It will increase the Colleges' engagement in the defined international region, deliver on strategic initiatives, develop, and strengthen networks and partnerships, and position ANU as the preferred knowledge and research partner for opportunities across STEMM disciplines.

Role Statement:

Under broad direction, the Regional Manager, International Relations and Partnerships - STEMM will:

1. Develop and coordinate international institutional partnerships and relationships in the specified region of responsibility; underpinned by careful analysis of opportunities and strategic planning, and in accordance with policies, procedures, guidelines, and legislative requirements.
2. Build strong relationships with both internal and external stakeholders, understand their international engagement priorities and contribute to plans and strategies to achieve internationalisation goals of CoS, CHM, CECC, and the constituent Research Schools.
3. Plan and deliver on a range of student recruitment strategies and campaigns, including virtual and in-person activities and events, where partnerships involve recruitment of international students to ANU. Oversee the activities of student ambassadors and educational partners.
4. Coordinate development, maintenance, and review of region-specific strategies and plans; international partnership agreements; and provide regular market briefings and reports on strategic projects, market intelligence, trends, and opportunities.
5. Manage incoming and outgoing international delegations, including development of plans, agendas, briefing materials, facilitating relevant correspondence with internal and external stakeholders, implementing work plan for outgoing travel including rationale, coordination of meetings, logistics and tactical advice.
6. Coordinate engagement with institutional partnership students and staff and coordination of events and activities locally and internationally. The role will occasionally require work outside of the ordinary span of hours and/or on weekends and will involve international travel.
7. Supervise junior team members, including coaching, mentoring, skill development and feedback on performance, supporting timely and high-quality delivery of CoS, CHM and CECC objectives.
8. Liaise and build networks with staff within the Colleges and the wider ANU community, providing strategic and expert advice to clients internal and external to the University.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A degree in a relevant field and subsequent relevant experience in a complex environment, or an equivalent combination of experience and/or education/training. Experience working in the international higher education environment, preferably in an international relationships / partnerships or international student recruitment capacity, will be highly regarded. Proficiency in a language other than English is highly desirable.
2. Sound understanding of the international higher education sector in particular international relationships, institutional partnerships, joint university programs and stakeholder engagement. Project and event coordination experience is required.
3. Demonstrated experience in undertaking qualitative and quantitative research and analysis and producing reports, briefing materials, policies and presentations, conveying complex issues concisely and clearly, for range of audience including senior management.
4. Demonstrated high-level interpersonal skills with experience liaising with external agencies including overseas organisations and demonstrated relationship development capabilities with exceptional skills in cross-cultural communication.
5. Proven supervisory and organisational skills with ability to prioritise multiple projects, and to work effectively both independently and collaboratively to meet deadlines and deliver high quality outcomes.
6. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management and communication platforms.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#), which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)