

Head of Global Transnational Education (TNE)

Recruitment pack

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A message from our CEO, Vivienne Stern

Universities UK (UUK) is the collective voice of universities in England, Scotland, Wales and Northern Ireland. We bring them together to pursue a common cause: thriving universities, serving society.

My journey at UUK started as a Parliamentary Officer and I have progressed through the organisation from there, with the opportunity to work across a range of different teams, up to becoming CEO. This is testament to the fact that at UUK we support our people to succeed, helping us achieve our ambitious goals as an organisation as a result.

At UUK we believe that supporting our people to succeed involves prioritising wellbeing at work and being an inclusive employer. We employ a total of just under 150 staff across the UUK Group. In our 2023 staff survey, I am proud that we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

I am continually inspired by the passion and talent of the team at UUK. If you care about higher education, its ability to transform people's lives and its impact on wider society, then, in my opinion, there is no better place to do it than here.

Who are we?

At Universities UK, we harness the power of the UK's universities and create the conditions for them to thrive. We are the collective voice of 142 universities, bringing them together to pursue a common cause: thriving universities, serving society.

This mission forms the core of our [strategic plan](#) which runs to 2030 and sets out our ambitions for the sector. Our influence, convening power, and insight will enable our universities to:

- transform the lives of more people from the UK and around the world through high-quality education.
- drive greater growth and prosperity through the knowledge and skills they generate, creating places that allow communities to flourish.
- be globally competitive centres of research, at the forefront of making ground-breaking discoveries with the power to change our world.

To help them achieve this we will:

- secure sustainable funding that enables our universities to serve society better.
- build trust and confidence that our universities are a national asset to be proud of and are acting in the best interests of society.



Role description

Post title: Head of Transnational Education (TNE)

Responsible to: Deputy Director, Policy and Global Engagement

Salary: £57,448 to £63,828 per annum (dependant on experience)

Location: London

The Team: This role sits within the UUK International (UUKi) team. UUKi represents the UK's higher education institutions and supports their global engagement. We enable institutions to develop and deliver their international strategies, promoting the collective interests of the sector to create new opportunities for partnership and collaboration.

As part of UUKi, the role of the Policy and Global Engagement (PaGE) team is to influence the policy, funding, and operational environment surrounding international higher education so that our member universities can realise their international ambitions and maximise their global impact.

Job summary: As Head of Transnational Education (TNE) policy, you will be responsible for leading UUKi's work in what is an important and growing strand of universities' international activities. Foremost amongst this will be considering how we can increase the scale of TNE partnerships to provide more equitable access to high-quality tertiary education, as well as ensuing domestic regulation supports and underpins quality TNE. This post would suit someone who is already working within the higher education sector, possibly within a TNE role, but who is keen to play a more strategic role in shaping policy decisions. Excellent written and oral communication skills, an interest in public policy, and the ability to work collaboratively with colleagues across UUK, our members, and stakeholders, is essential.

Main responsibilities:

- Lead UUKi's policy development and influencing work focused on transnational education (TNE), including work to increase the scale of TNE partnerships and ensure domestic regulation supports and underpins quality TNE.
- Develop a high level of technical and policy knowledge on developments in the UK and overseas relevant to your agreed policy portfolio and help to ensure that regional policy leads develop their knowledge and expertise of regulation, local developments, and emerging opportunities in priority markets.
- Provide strategic direction and oversight of programmes and activities related to your agreed policy areas and support the Deputy Director (Policy and Global Engagement) in the coordination and management the team's portfolio of work as required. The postholder will maximise UUKi's impact and effectiveness, by:
 - Line management of Policy Advisor(s) and Policy Officer(s), as agreed with the Deputy Director (Policy and Global Engagement), to ensure our work meets UUKi's strategic objectives in relation agreed policy and programme areas.
 - Coordinating staff and resources from within the team across the wider organisation, including collaborating with policy, events, and communications colleagues.
 - Coordinating and managing time-limited project teams to deliver outputs in line with agreed objectives.
 - Informing the development of external communication and engagement activity to promote UK transnational education.
 - Working with the other Heads of roles to ensure that the Policy Officers develop consistent, effective and impactful approaches to regional engagement, including international delegations and managing policy networks.
- Support the Director and Deputy Director to deliver programmes of work across a range of policy and strategic priorities, with a specific emphasis on transnational education, to achieve benefits to UUKi member institutions in line with UUKi's strategic objectives. This includes:

- helping to identify long-term policy issues and priorities
 - initiating and managing projects
 - coordinating organisational and sector responses to external developments
 - undertaking consultations with members, sector bodies and other stakeholders.
 - oversight and delivery of cross-cutting and emerging policy areas
- Build and maintain links with international higher education bodies, strategic partners and key contacts in relevant Government departments and organisations in relation to UUKi's transnational education work.
- Represent UUKi at diverse, often high profile, internal and external meetings across the UK higher education sector, to policymakers and stakeholders in the UK and overseas. This may sometimes involve deputising for the Director and/or Deputy Director as required.
- Work closely with UUKi and UUK's communications teams, as necessary, regarding media coverage of policy and related issues within their remit, to ensure a rapid response to emerging policy issues.
- Advise Vice-Chancellors, senior staff and key external stakeholders including across Whitehall and Westminster on developing policy positions and plans of action in relation to agreed policy areas and contribute, as required, to briefings and speeches for the Director, Chair, President and Chief Executive of UUK and UUKi.
- Maintain oversight of budgets, in particular spending in relation to the transnational education programme, in line with established budget processes.
- Undertake such other duties that may be required by the Chief Executive, Director, or Deputy Director.

Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: 15 April 2024

Person specification

Essential skills:

Essential skills	Assessment
<p>Qualification</p> <p>A degree or equivalent level qualification</p>	<p>Application form</p>
<p>Work Experience</p> <p>Experience of developing policy and/or policy advice, in line with organisational and strategic objectives and with reference to the interests of internal and external stakeholders.</p> <p>Experience as a line manager or managing individuals or small teams to successfully deliver projects/programmes of work.</p>	<p>Application form</p> <p>Interview</p>
<p>Knowledge</p> <p>An understanding of the context within which universities operate and of the role and importance of transnational education.</p>	<p>Application form</p> <p>Interview</p>
<p>Skills</p> <p>Strong interpersonal skills, with a proven ability to work in, coordinate and manage small, high-performing</p>	<p>Application form</p> <p>Interview</p>

teams with colleagues in different parts of an organization.

Excellent written and oral communication skills, including the ability to write accurate and concise copy for different audiences.

Ability to plan and manage own time effectively, with demonstrable experience of working across multiple projects to prioritise activity and to meet deadlines.

Competencies

Resilience, with an ability to work calmly under pressure and to respond flexibly to new developments and changing priorities.

Political and cultural sensitivity, with a proven ability to negotiate with and influence others with tact and diplomacy.

Application form

Interview

Other

This post will require travel, including overnight stays – a willingness to travel is required.

Application form

Interview

Understanding of, and commitment to, equality, diversity and inclusion as set out in UUK's Equal Opportunity policy.

Application form

Interview

Desirable skills:

Desirable skills

Assessed by

Work Experience

Experience of developing, delivering or supporting transnational education or related projects	Application form Interview
Knowledge	
Knowledge of UK and international transnational education policy and practice.	Application form Interview
Knowledge of trade policy and higher education.	
Competencies	
Ability to build, develop and maintain networks and partnerships that help an organisation to achieve their strategic goals.	Application form Interview

Working at UUK: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. We bring together leaders of UK universities to discuss higher education issues and represent and campaign on their behalf to the government, business, the media and beyond.

People drive our success, and we value everyone's work.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

Staff benefits

We offer many staff benefits that will support your wellbeing and happiness, including:

- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus 4 discretionary days plus bank holidays.
- season ticket loans after 6 months
- staff loans
- two pension schemes
- cycle scheme
- salary progression plans
- a £45 contribution every two years towards eye tests and the purchase of glasses where required
- virtual medical care – 24 hour access to GP consultations.

"I joined Universities UK three months after leaving university, and I immediately felt so welcomed and supported. I've been given opportunities to develop new skills, get involved in such a variety of interesting projects and work with colleagues across the organisation. It's a really friendly place to work and I feel trusted and valued to put my own views and ideas into practice."

Sofia Henderson, Senior Content Producer

TO FIND OUT MORE ABOUT STAFF BENEFITS AND WELLBEING, VISIT OUR WORKING AT [WORKING AT UUK PAGE](#)

Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts.

We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

**TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION
AT UNIVERSITIES UK, [READ OUR INCLUSION AND DIVERSITY
ACTION PLAN](#)**

Staff engagement and wellbeing at work

Staff engagement

In our 2023 staff survey, we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice.
- Following best practice and accredited with the [Workplace Wellbeing Charter](#)
- Raising awareness by recognising [Mental Health Awareness Week](#) with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.



Universities UK is the collective voice of 140 universities in England, Scotland, Wales and Northern Ireland.

Our mission is to create the conditions for

UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Universities UK acts on behalf of universities, represented by their heads of institution



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