

## Position Description – Country Recruitment Manager

Updated 7 February 2022

POSITION DETAILS	
College/Portfolio	Portfolio of the Vice-President and Pro Vice-Chancellor (International)
Organisational Unit	Flinders International
Supervisor (Title)	Senior Manager, International Recruitment
Classification	Higher Education Officer Level 7
Employment Type	Fixed Term, Full-Time

POSITION SUMMARY
<p>Under broad direction, the Country Recruitment Manager makes a high-level contribution ensuring that the University meets its strategic objectives and targets by taking primary responsibility for managing all aspects of marketing and international student recruitment for an assigned geographical region.</p> <p>The position may require you to undertake interstate and international travel as required, including an expectation of working outside normal hours with restrictions on taking leave during peak work periods.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A valid National Police Certificate which is satisfactory to the University will also be required before the successful applicant can commence in this position.</i></p> <p><i>Pursuant to Child Safety (Prohibited Persons) Act 2016 (SA) this position has been deemed prescribed. It is an inherent requirement of the position that the successful candidate maintains a current Working With Children Check which is satisfactory to the University.</i></p>

*If you are required to work in any capacity, incidental or not, in a health care setting or other setting identified within a government direction issued pursuant to the Emergency Management Act 2004 (SA) or Public and Environmental Health Act 2011 (NT) you will be required to be vaccinated against COVID-19 and provide proof of your vaccination as a condition of your employment.*

#### KEY POSITION RESPONSIBILITIES

The Country Recruitment Manager is accountable for:

1. Taking responsibility for developing and managing international recruitment plans and activities for designated recruitment markets. This includes ensuring that recruitment initiatives and resources are measured, evaluated and aligned to achieving commencing international student recruitment targets.
2. Contributing to the development of new initiatives that are aligned to market in order to raise the profile of the University and attract prospective international students to study at the University.
3. Developing and maintaining excellent collaborative working relationships with strategic partners and external stakeholders including agents, offshore partners, government ministries and scholarship bodies and internal stakeholders including College and other university units. Key to this will be engagement with education recruitment agents and managing their recruitment performance.
4. Responsibility for high end customer service delivery to clients and relevant stakeholders that are positioned to promote the University within the international student recruitment arena;
5. Professionally and appropriately representing the University at relevant events (forums, international recruitment events & roadshows, etc.) at local, national and international levels;
6. Where appropriate, providing direction, advice and advisory support to in-country representatives;
7. Facilitating and managing the operational budgets for the country/ies recruitment activity in a timely and efficient manner;
8. Ensuring compliance with the ESOS Act and the National Code and with other relevant legislation related to marketing and recruitment;
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Completion of a degree and extensive experience, preferably in the marketing area, or an equivalent combination of extensive relevant experience and/or education/training.
- Demonstrated knowledge of and experience working in an international environment preferably international student recruitment and promoting international education.



- Demonstrated high-level interpersonal and oral communications skills, including cross cultural communication skills; evidence of capacity to represent the University overseas, and develop and maintain productive relationships with strategic partners.
- Well-developed to high level written communications skills including the ability to write reports, discussion papers and business plans.
- Well-developed to high level oral communication and interpersonal skills including demonstrated ability to develop and maintain productive relationships with strategic partners.
- An ability to provide innovate solutions to business problems and create new business opportunities.
- Demonstrated ability to work with complex situations with a high level of autonomy in an international environment.
- Demonstrated experience working in a team and performance-based environment.
- Demonstrated experience in effectively managing a budget.
- Demonstrated high level experience in the use of technologies and an ability to provide innovate solutions to business problems and create new business opportunities.
- Demonstrated high-level cross-cultural communication skills and experience in working with people from other cultures.

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