

## Job Description

Job Title	<b>Director Education Services</b>		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	E
Reports to	Director Mexico	Duration of job	Indefinite

### ***Purpose of job:***

This is a senior post in the Mexico leadership team. It is responsible for the integrated strategy for services in English Language, Education and Society (ELES) in Mexico, delivering an innovative, market-led approach, raising our game with regard to business and partnership opportunities and initiating services in response to demand.

The post holder will lead the strategic development, coordination and delivery of British Council services to government and civil society in Mexico through long term relationships which create value for the UK. He/she will work closely with country, regional and UK leadership teams to achieve agreed impact and income targets by identifying and developing new products and services that meet market need and support country objectives.

He/she will play a central role in identifying, establishing and maintaining external relationships which raise the profile of British Council's work in, and position us as a partner of choice for, projects with ministries, regional governments and local agencies, leading to an expansion of our portfolio.

The post will represent the British Council externally, principally with local education stakeholders. A professional background in a relevant area and an ability to learn quickly and build networks in the Mexican education sector are essential.

### ***Context and environment:*** (e.g. dept description, region description, organogram)

In recent years, the UK government has signalled a major shift in recognition of the region's importance to the UK's international relations, driven by the emergence of strong commercial opportunities and the growing importance of Latin America. Mexico is one of HMG's priority countries in the region and will receive significant investment to establish UK as a partner of choice in higher education and in the areas of science, innovation, research and enterprise. Areas for development also relate to skills in tertiary and basic education and civil society strengthening.

The education sector provides opportunities for British Council with investment by Ministries, agencies and corporates in developing capacity for managing change and promoting sustained growth. There is significant investment in human capital through updating education systems and curricula and the development of English language proficiency. This trend extends to corporations needing to upgrade the skills of increasingly multinational workforces.

The British Council in Mexico is partly UK government grant-funded and not-for-profit organisation but an increasing share of its finances is generated through income. In addition to our teaching and exams businesses we deliver a range of grant- and partnership-funded projects in English, Education, the Arts and Society, and significant consultancy and teacher training programmes for both public and private sectors.

We need to transform the impact of our operation locally and this post will be key to this. We have ambitious plans for growth and innovation matched by demand both in Mexico and in the UK. This means that we are always seeking partners to work with and new sources of income to support our projects, whilst opening up markets for the UK.

This post will be central to establishing a strong education services profile which responds to demand and is fully integrated with our other programme streams. It will broaden and strengthen our brand, and that of the UK, as a leading provider of education and capacity-building solutions. The overall aim is to grow our presence and impact in education in an integrated way, and position British Council Mexico for future co-funded and paid-for work.

**Accountabilities and responsibilities:** (including people management and finance) - duties must be in line with EDI and child protection policies and any other relevant corporate policy.

▪ **Strategy**

- Provide leadership for the development and implementation of Mexico's English Language, Education and Society (ELES) strategy ensuring there is coherence and relevance to the country strategy and regional and corporate objectives.
- Lead on developing effective strategic relationships which will enable Mexico to expand its work in ELES, deliver greater scale and impact and position us to develop new products and partnerships in these areas.
- Contribute to wider regional and country and business planning strategies.
- Ensure strategic integration of our services in ELES with those in Teaching and Exams to achieve maximum impact and income targets.
- Ensure strategic alignment between our Society and Arts programmes to achieve maximum impact and income targets.
- Establish a sound research base that will support the strategy to 2020 and beyond.
- Manage relationships with UK agencies and institutions working in Mexico in partnership with the Americas regional leadership and UK E&E and ELES SBUs.
- Lead the development of best practice and facilitate teams to make an active contribution to our work in education services and partnerships.

▪ **Coordination**

- Provide leadership, management and guidance to the ELES team to enable the successful delivery of an integrated strategy in these areas.
- Together with the Country Director, the Regional Director for ELES and those of other relevant SBUs, ensure a coherent annual schedule of activity planned sufficiently in advance and implemented effectively to maximise impact.
- Oversee the delivery of all ELES programmes and activities on time and within budget, ensuring impact is planned and captured in the Results and Evaluation Framework.
- Develop and manage relationships which position us favourably for new partnership opportunities and income generation. Ensure relationships are managed in coordination with Country Director and local senior staff.
- Ensure the delivery and evaluation of relevant products and services as agreed with the Country Director, the Regional Director for ELES and those of other relevant SBUs which will be relevant to stakeholders and bring on-book income.
- Leading on the realignment of BC SIEM according to the regional strategy and include its services as part of an overall education strategy.
- Create and build strong collaborative networks, both internally and externally.

▪ **Expertise and Team Leadership**

- Provide sector expertise, leadership and management to country delivery teams in English Language, Education and Society to enhance the reputation of the British Council.
- Lead on the integration of the delivery teams and on developing knowledge and building professional capacity.
- Contribute to conferences, professional forums and debates according to areas of expertise to increase our profile in education and capacity-building.
- Maintain an up-to-date knowledge of education issues in Mexico and UK.
- Build links with ELES colleagues across the region and the UK.
- Use own and team's expertise to review existing services and develop new services to meet stakeholder and market needs.
- Ensuring sufficient resources are available to deliver projects and activities through local expertise.

▪ **Business Development**

- Responsible for business development for English Language, Education and Society products.
- Responsible for developing a product delivery strategy which is market-led and meets agreed targets.
- Secure funding for the development of co-funded opportunities and new products, and quality assure Schools and Society programmes.
- Lead bids, proposals and negotiations for co-funded and full cost recovery projects in English Language, Education and Society, liaising as necessary with local and UK teams.

***Key relationships: (include internal and external)***

Internal:

- Country Director, Regional SBU and Country Programme Leads
- English Language and Education and Society teams in the region
- English Language and Education and Society SBU colleagues in the UK
- Key UK account managers for business relations in the region
- Functional leads in country and regionally, including Teaching Centre and Exams

External:

- Relevant Ministries, local government representatives, government agencies and NGOs
- Public and private sector education and society institutions (universities, technical, colleges, schools).
- English Language, Education and Society institutions and organisations in the UK with an interest in Mexico.
- Potential corporate sponsors, foundations and government-funded sponsors (including multilaterals in conjunction with the region).
- UK government partners such as the FCO, BEIS, DIT, the Devolved Administrations and other related agencies and representatives of key institutional sectors

***Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)***

Frequent travel within Mexico and occasionally across the region and to the UK.

Please specify any passport/visa and/or nationality requirement.	Right to work in Mexico.
Please indicate if any security or legal checks are required for this role.	NA

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Shaping the future (<b>most demanding</b>)</li> <li>Creating shared purpose (<b>most demanding</b>)</li> <li>Connecting with others (<b>most demanding</b>)</li> <li>Making it happen (<b>most demanding</b>)</li> </ul>		Short listing & Interview
	<ul style="list-style-type: none"> <li>Working together (<b>most demanding</b>)</li> <li>Being accountable (<b>most demanding</b>)</li> </ul>		Requirements of the job, but <u>not</u> assessed for recruitment purposes
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Managing finance and resources (Level 3)</li> <li>Developing business (Level 3)</li> <li>Managing projects (Level 3)</li> <li>Communicating and influencing (Level 4)</li> <li>Planning and organising (Level 3)</li> </ul>		Short listing & Interview
<b>Experience</b>	<p><b>Sector expertise</b></p> <ul style="list-style-type: none"> <li>Professional sector expertise in English Language, Education or Society; proven experience and credibility gained locally and overseas.</li> <li>Knowledge and understanding of relevant sectors in Mexico and the Americas</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing strategic advice and consultancy in education</li> <li>Experience of multiple country/regional working</li> </ul>	Short listing & Interview

	<b>Strategic sector advice</b> <ul style="list-style-type: none"> <li>• Experience of providing strategic advice and consultancy in English Language, Education or Society</li> <li>• Experience of attracting sponsorship and co-funding from companies and high net worth individuals</li> </ul>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to operate in English (both written and spoken) at a business level. Non-native speakers should demonstrate a C1 level CEF</li> <li>• Ability to operate in Spanish (both written and spoken) at a business level. Non-native speakers should demonstrate a C1 level CEF</li> <li>• Relevant masters' level qualification</li> </ul>		Short listing & Interview

Submitted by	Kevin Mackenzie	Date	March 2018
--------------	-----------------	------	------------