

Job Title	Head of Higher Education		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	F
Reports to	Director, Education Services	Duration of job	2 years, renewable on mutual consent

***Purpose of job:***

- To lead and implement the Higher Education strategy in Mexico, including the Newton Fund and Higher Education Advocacy programmes and a portfolio of FCR projects.
- To develop and maintain networks and relationships in federal and state governments, science and innovation agencies and higher education institutions with a view to developing partnerships and business to meet impact and income targets.
- To lead and manage project delivery teams (Project Managers, Officers, Coordinators and Assistants, as well as trainers and consultants).
- To work alongside other Heads and the Director of Education Services in the planning and delivery of an integrated Education Services strategy.

***Context and environment:***

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of English language, arts and culture, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

In addition to our teaching and exams businesses, we deliver a range of projects in English, the Arts, Education and Society, and substantial consultancy and teacher training programmes for both public and private sectors. In Mexico we receive significant amounts of UK state aid but an increasing share of our finances comes from locally generated income.

Mexico is one of the world's largest emerging economies with an increasingly important international voice, and remains a priority country for the UK government. Mexico currently scores poorly in terms of human capital. Especially when compared to other OECD countries, a large potential remains underdeveloped. A disconnect between the higher education system and industry in terms of the skills the industry demands persists. Mexico's economic profile and conditions suggest there is a significant demand in training for specialist roles in specific industries where many Mexican firms experience serious difficulties in finding the skills they require for their vacancies.

In consideration of the current state of the educational and training systems in Mexico, there are huge opportunities to influence a number of individuals and higher education institutions in need of international experiences and fundamental skills in key sectors not covered -or poorly targeted- by the current players in the Mexican market. We aim to support Mexico's higher education system through a portfolio of grant funded programmes as well as full cost recovery services that support higher education institutions, research centres and policy makers working in the higher education and science and innovation sectors. This post will be responsible for leading the strategy and implementation of the British Council Newton Fund programme as well as delivering high impact and high income projects to position the British

Council Mexico for future co-founded and paid-for work.

**Accountabilities, responsibilities and main duties:**

In line with EDI, Child Protection, and other overarching corporate policies:

**Accountabilities:**

- Oversees the implementation of new and existing contracts and projects, including the implementation of the British Council Services for International Marketing.
- Ensures impact and quality are appropriately recorded and communicated.
- Oversees the implementation of the country strategic plan to secure co-funding and socio-economic impact of the Newton Fund in Mexico including the negotiation of partner commitments to the match-funding obligations for programmes and contracts.
- Meets agreed income, expenditure and surplus (where applicable) targets, from partnership and contract work.
- Ensures financial management of projects is aligned with FCR and GPF guidelines and regulations; secures approval for contracts following relevant internal processes.
- Provides strategic leadership and direction to a team of experts, administrators and practitioners in different areas to achieve programmes goals.
- Demonstrates strong negotiation and leadership skills, accountability, determination and commitment to British Council values.

**Responsibilities:**

- Strategic planning:
  - Contributes to sector and market analysis, identifying needs, priorities and key stakeholders, and assessing business opportunities and risks.
  - Supports positioning of the British Council through the design of a context-relevant portfolio comprising global products and services as well as bespoke developments.
  - Establishes measurable goals and objectives for the programmes under his/her responsibility.
- Business development:
  - Develops and maintains a clear pipeline of Higher Education projects in order to build a healthy contract business base for the British Council Mexico.
  - Works with relevant colleagues on offer and proposal/bid writing, and on monitoring and evaluation of projects to ensure track record is built and updated.
  - Develops and maintains networks and relationships in federal and state governments (ministries of education), and with foundations in the education field, science and innovation agencies and higher education institutions, with a view to developing partnerships and business.

**Main duties:**

- Education programme management:
  - Oversees delivery of projects to agreed standards, robustly monitoring project management (planning, implementation, monitoring and evaluation).
  - Ensures projects and programmes respond to customer needs, satisfy customers, make a sensible use of our resources, and comply with all academic and administrative regulations, both internal and external.
- Financial management:
  - Contributes to financial and resource planning and monitoring of Education Services.
  - Prepares fully costed financial proposals for clients and customers as required.
  - Maintains financial control and supervision of programmes (planning, forecasting, monitoring).
  - Supervises management of individual project budgets by Project Managers.

- Reports on activity and progress: income reconciliation, debt collection, debt control; reports risks as/when needed.
- HR management:
  - Leads a team of project managers, coordinators and assistants to ensure efficient delivery of projects and tight project management.
  - Supervises the work of external consultants and higher education experts.
  - In line with British Council HR policy, ensures appropriate recruitment and selection, contract management, line management, and learning and development opportunities for internal and external team members.
  - Ensures British Council Child Protection policies are adhered to including safer recruitment for all staff and consultants, and carrying out child protection risk assessments for all projects.

**Key relationships:**

Internal: Country Director; Director Education Services; Regional and global Newton Fund, E&S and Finance leads, Exams Manager Mexico, Teaching Centre Manager Mexico, Head of Marketing and Communications, Director Finance and Resources, freelance teacher trainers and consultants.

External: British Embassy, UK Department for Business, Innovation and Industrial Strategy, Ministry of Education, science and innovation agencies, governmental and non-governmental funding bodies; management team members of higher education institutions; academic contacts (researchers, authors, trainers, etc.).

**Other important features or requirements of the job:**

Availability to travel. Some weekend work and unsocial hours may be required.

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.

CRB check. Three relevant reference checks.

**Person Specification:**

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Shaping the future</b> (more demanding)</p> <p><b>Connecting with others</b> (more demanding)</p> <p><b>Making it happen</b> (more demanding)</p> <p><b>Creating shared purpose</b> (more demanding)</p> <p><b>Working together</b> (more demanding)</p> <p><b>Being accountable</b> (more demanding)</p>		Shortlisting and Interview

<b>Skills and Knowledge</b>	<p>Managing people (level 3)</p> <p>Managing projects (level 4)</p> <p>Managing finance and resources (level 4)</p> <p>Developing business (level 4)</p> <p>Managing accounts and partnerships (level 4)</p>		Short listing and/or Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of strategic planning and implementation of business growth plans.</li> <li>- Proven ability to plan, monitor, implement and evaluate complex projects or programmes.</li> <li>- Proven ability to manage human and material resources to maximise business benefits.</li> <li>- Experience of supervising project managers, and groups of teachers or trainers.</li> <li>- Experience of setting up quality assurance processes.</li> </ul>	Relevant teaching and/or training experience	Short listing and Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree in Business Administration, International Commerce, International Relations, Education Management or related fields.</li> <li>• Ability to operate in English and in Spanish (both written and spoken) at a business level. Non-native speakers of English or Spanish should demonstrate a CEFR C1 level in their non-native language.</li> </ul>	<p>Project Management qualification</p> <p>Postgraduate Diploma in relevant field</p>	Short listing

<b>Submitted by</b>	Pilar Aramayo - Director of Education Services	<b>Date</b>	August - 2017
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