

Job Title	Head of Basic Education		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	F
Reports to	Director, Education Services	Duration of job	Indefinite

Purpose of job:

- To manage the British Council's programme for Basic Education in Mexico, delivering an integrated English and Schools offer for public education systems.
- To develop and maintain networks and relationships in federal and state governments, and with foundations in the education field, 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 faces a number of challenges in improving the quality of its basic and vocational education systems which have nearly 30 million students. The UK is well placed to provide curriculum development advice, policy development guidance through policy dialogues and capacity building in areas such as English language teaching, school leadership, core and 21st century skills, quality assurance and teacher education to help raise standards.

We aim to grow our presence and significantly extend the impact of our work in Schools in Mexico, building on existing partnerships and contracts particularly in English. This post will be responsible for delivering high impact and high income projects to position the British Council Mexico for future co-funded 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, such as consultancy and teacher training in English, Teaching for Success, Core Skills, and Leadership training, particularly focusing on impact and quality assurance, effective financial management and efficient project delivery.
- 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 Basic 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, 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 Basic Education.
 - 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 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 EES, 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: Ministry of Education officials, governmental and non-governmental funding bodies; management team members of schools, language centres and universities; 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
Behaviours	<p>Shaping the future (more demanding)</p> <p>Connecting with others (more demanding)</p> <p>Making it happen (more demanding)</p>		Shortlisting and Interview
Skills and Knowledge	<p>Developing Business (level 2) Analyses trends: Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.</p> <p>Managing Finance and Resources (level 3) Supports budget management: Monitors and controls an agreed</p>		Short listing and Interview

	<p>budget within a defined area, producing reports and analyses and contributing to planning.</p> <p>Managing Projects (level 3) Leads smaller projects: Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p> <p>Using Technology (level 2) Operates as an advanced user. Works as an advanced practitioner in the use of office software and/or British Council standard platforms.</p>		
<p>Experience</p>	<p>Business planning and development</p> <ul style="list-style-type: none"> - Experience of strategic planning and implementation of business growth plans. <p>Project and programme management</p> <ul style="list-style-type: none"> - Proven ability to plan, monitor, implement and evaluate complex projects or programmes. <p>Education management</p> <ul style="list-style-type: none"> - Proven ability to manage human and material resources to maximise business benefits. - Experience of supervising project managers, and groups of teachers or trainers. - Experience of setting up quality assurance processes. - Knowledge of the education sector in Mexico, particularly of basic education needs and priorities. - Understanding of the UK education sector and what it can contribute to Mexico. 	<p>Teaching</p> <ul style="list-style-type: none"> - Relevant teaching and/or training experience. 	<p>Short listing and Interview</p>

Qualifications	<ul style="list-style-type: none"> • University degree in Business Administration, International Commerce, International Relations, Education Management or related fields. • 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. 	<ul style="list-style-type: none"> • Project Management qualification. • Postgraduate Diploma in relevant field. 	Short listing
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