

## Position Description – *Senior Manager, International Recruitment*

Updated 9/09/2024

POSITION DETAILS	
Portfolio	Portfolio of the Vice-President and Pro Vice-Chancellor (International)
Organisational Unit	Flinders International
Supervisor (Title)	Director, International Recruitment
Classification	Higher Education Officer Level 9
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
<p>Under broad to generally unguided direction, the Senior Manager, International Recruitment makes a high level contribution to ensuring that the University meets its strategic objectives by taking primary responsibility for managing all aspects of strategy, marketing and international student recruitment.</p> <p>The Senior Manager, International Recruitment will be responsible for overseeing student recruitment activities and collaborating with other teams within the International Recruitment Directorate and the broader Flinders International Portfolio to achieve University student recruitment targets.</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 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>In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

*An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

### KEY POSITION RESPONSIBILITIES

The Senior Manager, International Recruitment is accountable for:

1. Development and implementation of marketing and recruitment strategies including oversight and activation of an integrated student acquisition plan with the goal of achieving or exceeding the University's student recruitment targets.
2. Leading and managing a team of recruitment staff based in Australia and overseas with a focus on optimising lead generation, conversion, communication and students experience across the student recruitment cycle.
3. Leading the development of new international education-focused business opportunities; proactively collaborating with internal and external stakeholders to access, convert and establish new opportunities and markets.
4. Developing positive working relationships with key areas across the University to ensure that strategic objectives are achieved.
5. Developing and maintaining excellent collaborative working relationships with external and strategic partners. Key to this will be leading the engagement with recruitment agents through appointment, management, and performance.
6. Contributing towards a positive workplace culture that fosters and values collaboration, diversity and inclusiveness.
7. Undertaking overseas and interstate travel on behalf of the University, including working outside normal business hours.
8. Oversee compliance and quality assurance management, in line with requirements under the ESOS Act and other relevant legislations as well as under the University's risk management framework including WH&S, legislation, statutes, regulations and policies.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience or an equivalent combination of extensive management experience and/or education and training.
- Proven experience and success in international student recruitment including development and implementation of strategic plans, utilising available resources to deliver against key performance indicators.
- Demonstrated high level analytical skills, including the ability to establish performance-based targets, manage budget, identify business opportunities and implement operational initiatives to ensure successful delivery of outcomes.
- Highly developed business acumen and demonstrated ability to work in complex situations and with a high level of autonomy in an international environment.
- Proven ability to lead and manage a team in a challenging and dynamic environment, including a positive approach to challenges and an ability to drive creative solutions.
- Excellent relationship management skills including high level oral, written and interpersonal skills with demonstrated ability to effectively communicate and productively engage with internal and external stakeholders.
- Demonstrated ability to prepare and deliver business papers, reports and proposals.
- In-depth knowledge of the higher education sector and its intelligence and advisory requirements.

- Demonstrated high-level cross-cultural communication skills and experience in working with people from other cultures

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