



Job title	Executive Director: Global Reputation, Research and Relations	Job family and level	APM Level 7
School/ Department	Research & Innovation Services	Location	Jubilee Campus

Purpose of role

To lead and manage the new global reputation, research and rankings unit and wider global taskforce reporting to the Director of RKE Strategy Excellence, working closely with the senior academic leadership team (including the University Executive Board, Council and Faculty leadership) to deliver an ambitious new programme of international knowledge diplomacy, geopolitical repositioning, and a campaign to amplify the global reputation of the university research.

The Executive Director: Global Reputation, Research and Relations will ensure that the new Unit will develop and deliver against the rankings, reputation and knowledge diplomacy aspects of the International Research and Knowledge Exchange (RKE) Strategy, the RKE Strategic Development Plan and help develop a new institutional strategic approach to Global Reputation.

The role holder will be responsible for the development and delivery of a global programme of high-profile strategic projects to enhance the reputation, profile and influence of the University of Nottingham. They will be responsible for leading the University of Nottingham's approach to world rankings, which is an institutionally critical measure of reputation. They will lead and co-ordinate the University's submission to the THE Impact Ranking and QS World rankings. This is a critical area for the University and this role will drive real change and innovation. This role involves collaborating with senior leaders, the academic community and professional service directorates, and in managing cross-institutional project teams. The role holder will also be responsible for leadership and management of the core International Reputation and Rankings team (ca. 3FTE) as well as a designing a new 'Global Reputation Taskforce' model of delivery. This will require the coordination and leadership of approximately 20 professional service colleagues across 6 different departments in addition to c.300 of academic colleagues from all three campuses.

Beyond research and rankings, the role holder will also lead the University's approach to geopolitical engagement, international relations (with Governments, funders and influential stakeholders) and the development of a global approach to reputation management and partnership. They will be expected to work directly to the Deputy Vice-Chancellor and alongside the Director of Governance, Principal Executive Officer and Trusted Research to do this.

Finally, the role-holder will be expected to help lead the development of a new approach to the promotion of and advocacy for the University's overseas campuses in a new geopolitical era. They will need to re-position the University of Nottingham's historic reputation for global higher ed, leveraging leadership of national and international sector bodies. The role will also play a key role in the RKE Divisional leadership team.

The role-holder will be an external-facing ambassador for the University of Nottingham and will be expected to articulate this role through global thought-leadership in areas that enhance the reputation of the institution.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Knowledge Diplomacy, Geopolitical Relations & International Advocacy</p> <ul style="list-style-type: none"> • Promoting our institutional proposition as a ‘university without borders’ through a thematic focus on reconsidering the university as a knowledge diplomacy actor at the frontier of a new era of turbulent geopolitics. • Develop a suite of thought-leadership partnerships with UK and global university, science, and government organisations (including the Russell Group, Universities UK and the Royal Society) by leveraging extensive personal networks and credibility across international higher education/ government. • Lead the development of a program of international knowledge diplomacy activities centered around Senior academic leadership (DVC / VC & FPVCs) and involving high profile academic and governmental actors. • Put in place a plan to deliver the strategy, ensuring close alignment with other University strategies and faculty priorities. • Build and maintain external partnerships that benefit the University either through the provision of funding, opportunities for collaborative RKE activities or which enhance our reputation. • Monitor delivery of the strategy, ensuring effective risk and budgetary management • Act as an ambassador internally and externally • Maximise the global impact of our senior team, including Vice-Chancellor’s roles as Deputy Chair of the Russell Group, Chair of the RG International Exec and Chair of Universitas 21, our new Deputy VC and new PVC RKE whilst ensuring Faculty PVCs are encouraged, empowered and accountable for building productive strategic international partnerships with leading research institutions. • Contribute to income and investment by helping to secure UK political support in our place-based research activities via our Innovation Clusters. • Leadership and management of the International Reputation & Rankings Team (ca. 3 FTE) <p>The work will involve significant international travel and management of appropriate devolved operational and travel budgets.</p>	50%
2	<p>THE Impact Rankings submission</p> <ul style="list-style-type: none"> • Working with academic leadership and reporting to the League Tables Working Group, lead the co-ordination and creation of a University submission to the THE Impact Rankings, gathering 	15%

	<p>evidence and data and developing a compelling submission that reflects the University's strengths in sustainability and broader development goals.</p> <ul style="list-style-type: none"> • Ensure this narrative and supporting evidence is reflected across messaging and content and contributes to wider reputation building activities. • Audit and benchmark the activities of other universities in this area and make suggestions for how the University develops sector leading initiatives. 	
3	<p>Academic Reputation in support of world rankings</p> <ul style="list-style-type: none"> • Lead contributions to improving world rankings, in particular the QS world ranking, developing and leading the implementation of a programme of work to increase academic reputation globally and supporting reputation work as part of theme 3 of the research strategic development plan. • Support assessments about the benefits and disadvantages of separate submissions into the rankings for the University's three global campuses. • In collaboration with key departmental links, PPSC, External Relations and other relevant staff (as part of the League Tables Working Group) develop and implement a programme of internal communications and engagement about activities in support of improving league table positions and academic reputation. Galvanize others in support of making the necessary step change to improve rankings and reputation. 	15%
4	<p>Reputation - strategy, planning and delivery</p> <ul style="list-style-type: none"> • Working closely with the Reputation and Recruitment Committee and Chief Marketing and Communications Officer in the development of a global strategy, aligned to University Strategy, to enhance University reputation, positioning and profile, leading on the implementation and ensuring a coordinated approach to the delivery of reputational activity across the University and three campuses. • Advise on the development of new and creative approaches in enhancing the University's reputation amongst key influencers globally and from our tri-campus locations, building networks of influence in support of our ambitions. • Optimise tri campus working to the benefit of the University including: <ul style="list-style-type: none"> - building global reputation, working with colleagues overseas including the Provosts and Directors of Marketing at UNNC/UNM to support with reputation building strategies - providing regular PESTLE analyses relevant to each campus (UK, UNM, UNNC) to inform strategy and relevant governing bodies such as Council - act as the University's representative on the UK University Overseas Campus Network, co-ordinating with other colleagues as necessary - in collaboration with the UNM/UNNC Directors of Marketing, lead project teams in a tri-campus approach to deliver on agreed University objectives for reputation delivery, to set KPIs and targets. 	15%

5	<p>Other</p> <ul style="list-style-type: none">• Model and deliver leadership behaviours in line with the University values with a particular focus on Ambition and Respect as well as working on your own initiative.• Support External Relations initiatives and activities as required across the year• This role will require occasional visits to the University's campuses in China and Malaysia.	5%
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Highly-specialised and extensive understanding of the interplay between reputation management, stakeholder management, communications, public and global affairs, research rankings in both a UK and global higher education context. ▪ Exceptional networking, convening and influencing skills – including amongst UK and global government stakeholders ▪ An ability to communicate and explain complex issues in a clear, concise, persuasive language both verbally and in writing ▪ An ability to understand and interpret market research and complex data ▪ Dynamic, creative and driven leader ▪ Passionate and articulate ambassador for universities ▪ Collaborative team player with high levels of integrity and loyalty ▪ Excellent planning skills and the ability to balance conflicting deadlines and multiple priorities ▪ A good understanding of reputation and global relations in a HE context, and excellent understanding of the HE sector generally 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Senior management and leadership experience in a large, complex environment ▪ Successful track record of global reputation campaigns, international advocacy and driving significant change campaigns with complex research-intensive institutions ▪ Experience of global communications and/or public affairs strategy development, delivery and execution 	

	<ul style="list-style-type: none"> ▪ International reputation for excellence in area of professional expertise ▪ Extensive UK and global networks, relationships and contacts in universities, government and industry ▪ Experience of managing multiple and senior stakeholders ▪ Proven delivery of achieving targets and KPIs ▪ Proven delivery of high levels of customer/client service ▪ Experience and proven delivery in stakeholder management and relationship building ▪ Efficient budget management experience 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent ▪ Demonstrable expertise in both reputation and relationship building with advocates and stakeholders, including development and delivery over a number of years and in a leadership role. 	<ul style="list-style-type: none"> ▪ Postgraduate/professional qualification/membership in marketing/communications/PR
Additional information	<ul style="list-style-type: none"> ▪ Understanding of, and experience of ensuring adherence to, relevant legislation ie GDPR, CMA, ASA, WCAG etc. 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

