



## ROLE DESCRIPTION AND PERSON SPECIFICATION

### 1. JOB INFORMATION

<b>Post Title:</b>	Regional Managing Director – Africa
<b>Base</b>	Rwanda
<b>Employment Basis :</b>	Full Time, Permanent
<b>Reference No:</b>	REQ008292

### 2. PURPOSE

Coventry University is one of the UK's leading Higher Education (HE) institutions and has been named Modern University of the Year in 2014, 2015 & 2016. Recent released figures reveal that Coventry University has been awarded a five star overall rating, for the first time, by the QS Stars awards system - confirming the breadth of its excellence across teaching, research and other key indicators.

This excellent performance is underpinned not only by visionary leadership, ensuring we are developing a University that is fit for the future but also, by strong financial management and resources.

A key value of Coventry University is to be "global in our outlook". We are focussed on creating a global reputation as one of the world's leading education providers, renowned for; preparing graduates for global careers and the generation of knowledge on global issues.

Coventry University has achieved significant global successes over recent years; we are one of the UK's leading recruiters of international students and increasingly, through partnerships and directly, we are delivering education internationally.

Our current international success has been supported by a small but growing network of international offices, which draw heavily on UK personnel and resources, travelling extensively, to develop business and deliver education.

With the increasing opportunity and need to expand our global efforts, we will be establishing a more formal network of regional international hubs; to develop, oversee and manage, all Coventry University activity in their region.

It is envisaged that these hubs would become regional profit centres, albeit subject to group control in a matrix organisation, which would, ensure congruence and that standards are maintained across the group.

We are excited to recruit a Regional Managing Director for Africa to be based in Rwanda who will be the senior Coventry University representative in the region and will develop and lead our office based locally, with support and direction from the senior teams based in the UK.. The MD will be a well networked locally and respected thought leader.

### 3. MAIN DUTIES AND RESPONSIBILITIES

The Dubai Hub is expected to deliver the following services to the Group:

- **Local support** to develop employer relationships for Coventry University in the region, helping to promote student internships and work placements, leading to better employability for Coventry University graduates.
- Building the alumni community for Coventry University through digital engagement. **Support** for the development of in country alumni community chapters across the region.
- **Promoting** Continuous Professional Development, commercial research, IP commercialisation and knowledge transfer to commercial entities.
- **Developing links** with; Embassies, British Council, Government Bodies, Research Networks etc.
- **Drive** research collaborations opportunities between Coventry University and regional stakeholders to contribute towards research outputs.
- **Policy support** through a regional policy officer based in the Dubai Hub to provide reports to Coventry University on the changes in the policies relating to the institutes of higher learning and government.
- Staff and student mobility within the region. Improving awareness of regional market intelligence to inform central decision making. Support transnational education non-academic activities within the region.

The Regional Managing Director will be the most senior representative of the Group in the region and will have knowledge or oversight of Coventry University Group activity across the region, including:

- Academic delivery,
  - Policy Development
  - Research
  - Enterprise & Innovation
  - Alumni
  - Support services & and opportunities for Coventry University students and staff.
- Guide the localisation of the Coventry University offer and approach, so that it is appropriate for each market, without losing the essence of the Coventry brand and what it stands for.
  - Generate a compelling strategic vision for Coventry University in the region aligned with the Group Corporate Strategy and progress it to develop and agree a business plan and operating budget.
  - Drive regional business development, as per the agreed strategic objectives and matrix management arrangements, with the ability to go to market, lead negotiations and exploit opportunities across a range of the university's activities.
  - Manage the financial affairs and performance of the region efficiently, proactively, in line with budgets and with group policies and direction.
  - Have a good oversight of relevant trends and activities in the region with the influence, presence and contacts to get things done locally.
  - Ensure compliance (statutory & group) across region.
  - Develop a strong Coventry University voice in the region, building brand awareness and reputation.
  - Develop the Hub to provide services to the rest of the group where efficient and appropriate to do so (eg out of hours call centres).
  - Ensure the Hub becomes a base that anyone on Coventry University business in the region can utilise, both for assistance with logistics (eg office space) and the development of opportunities.
  - Work collegiately and co-operatively with other colleagues in the matrix structure to ensure the appropriate group functional expertise, is efficiently deployed as necessary.

- Take responsibility for business planning, budgeting activity and financial forecasting of the region to meet Corporate Plan objectives, liaising with relevant departments and stakeholders as appropriate
- Work with the University's partner organisations to ensure that Coventry University establishes and maintains competitive differentiation in its products and in the effectiveness of its service delivery and student satisfaction
- Ensure timely and accurate reporting to the appropriate CU Group Boards and decision making committees
- Work both internally and with the University's partner organisations to establish and consolidate systems and processes for robust performance management, utilising performance data to drive continuous improvement and effective decision making
- Initiate and build collaborative, value adding relationships and partnerships with appropriate external organisations to assist long-term knowledge transfer
- Provide effective and innovative strategic leadership of core professional and support services and staff, promoting and supporting people development and cross-company collaboration and learning
- Work jointly with the UK-based line management (as per matrix management arrangements) to develop and grow the regional team from initial selection through to ongoing performance reviews and active career development

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

#### **4. SUPERVISION RECEIVED**

Responsible to the Vice-Chancellor's Special Envoy

The post-holder will work on their own initiative, within corporate and specific frameworks and will be accountable for their actions and the achievement of objectives for the region.

#### **5. SUPERVISION GIVEN**

The post holder has line management responsibilities for the following members of staff:

Senior management team of the Africa Hub.

#### **6. Contacts**

Coventry University Vice-Chancellor and Deputy and Pro-Vice-Chancellors  
 University and Group Leadership Teams  
 Staff at all levels throughout the University  
 External clients, companies, professional and government bodies  
 Group Director of MEA  
 Group Director People  
 Associate Pro-Vice-Chancellor (International Business Development)

#### **7. PERSON SPECIFICATION**

This is a new and exciting role within a dynamic and commercially focused organisation. The Regional Managing Director will bring a considerable track record of achievement in a similar role along with enthusiasm to work as part of a vibrant and evolving team.

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<p><b><i>Education / Qualifications</i></b></p>	<p>Masters level qualification or equivalent.</p>	<p>Doctorate level qualification or equivalent.</p> <p>Relevant professional qualifications and membership of professional bodies.</p> <p>Formal leadership qualification.</p>
<p><b><i>Job-Related Skills / Experience / Aptitudes</i></b></p>	<p>10+ years' experience as a senior leader,</p> <p>Exceptional performance within a fast-paced public or private environment.</p> <p>An evidence-based history of effective networking both domestically and internationally.</p> <p>Knowledge and understanding of the HE sector in Africa</p> <p>Professional leadership, both strategic and operational, with proven strategic planning capability and achievement of results.</p> <p>Proven record of supporting and managing sustained growth and delivering commercial targets.</p> <p>Direct experience of business and finance planning and management at an appropriate scale.</p> <p>Leadership of strategic transformational change activity, involving infrastructure and people to improve services and satisfaction.</p> <p>Evidence of building partnerships and specific evidence of collaborative working across multi-disciplinary teams.</p>	<p>5+ years' experience as a senior leader, most recently in the education technology industry or online Higher Education program management.</p> <p>Working knowledge of governance and compliance (including Data Protection and Registry) within British and African Universities.</p> <p>Undertsanding of HE sector in the UK</p>
<p><b><i>Interpersonal Skills</i></b></p>	<p>A developmental and coaching approach to developing new services, resolving issues, removing barriers and improving performance.</p>	<p>Proven interpersonal skills to work effectively with colleagues of partner organisations and the ability to develop strong working relationships</p>

	<p>Proven interpersonal skills to work with colleagues at all levels of an organisation in a matrix structure and the ability to develop strong working relationships with senior stakeholders.</p> <p>Ability to communicate highly complex, sensitive or contentious information orally or in writing to a range of audiences, up to and including Board level</p> <p>Ability to prepare and deliver presentations and reports to a high standard, up to and including Board level</p> <p>Ability to analyse and interpret highly complex information and act appropriately.</p> <p>Strong problem solving skills.</p> <p>Ability to plan, manage, adjust and deliver complex projects, involving multiple stakeholders and a broad range of activities, to tight deadlines.</p>	with their senior stakeholders.
<b>Other Requirements</b>	<p>Fluent in English</p> <p>Willingness to travel internationally</p> <p>A commitment to people development and the organisational values and behaviours that underpin the way senior managers operate and behave.</p> <p>Supportive, yet challenging.</p> <p>Accessible and receptive to new ideas.</p>	Fluent in French and other regional languages

### Other Responsibilities

- Carry out all duties in accordance with the University's Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. The individual should also counteract such practice or behaviour by challenging or reporting it.
- Take all reasonable care of the health and safety of oneself, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules and regulations.
- Ensure compliance with the Data Protection Act (1998) and all other rules and regulations that govern the work completed for the University.