

## Job Description

Job Title	Education Project Manager		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Almaty <u>or</u> Astana	Pay Band	G
Reports to	Head of Education and Society	Duration of job	Indefinite contract

### ***Purpose of job***

To manage and deliver the British Council's education programme in Kazakhstan, working closely with the Regional Education Team, in order to meet agreed impact and income targets and achieve British Council purpose and charitable objectives, especially those related to the advancement of education, knowledge and understanding of the UK and the English language and cooperation in science, technology and education.

### ***Context and environment***

The British Council's Education and Society Programme in Kazakhstan has three strands:

1. We share the UK's education assets to help young people in Kazakhstan become better prepared to make a positive contribution to the economy and society more widely. We do this by:

- Supporting education that prepares economically productive citizens – with a focus on entrepreneurship, employer engagement, international opportunities and soft skills
- Supporting education and other activities that create socially engaged citizens – with a focus on youth leadership and social entrepreneurship.

2. We leverage the UK's excellence in science to develop and support a culture of research in Kazakhstan. We do this by:

- Building researchers' capacity to work internationally and maximise the impact from their work
- Supporting activities aimed at making research an attractive career for young Kazakhstanis

3. We promote UK education by providing intelligence and access to the Kazakhstan market for UK education organisations through direct services and in partnership with UKTI, BIS and in-country stakeholders.

### ***Accountabilities, responsibilities and main duties:***

- Partnership Development: Position the British Council as an essential partner within the public, non-governmental and private sectors. Research and develop key contacts in the education sector in Kazakhstan.
- Relationship Building: Build and maintain relationships with Kazakhstani, UK and international stakeholders, partners, consultants and networks.
- Business Development: Increase scale and impact of our work through partnerships and contracts that align with British Council strategy and generate income (in cash, in-kind) to meet agreed targets. Explore market for partnership opportunities and provision of contract services that cover their costs
- Programme Management and Delivery: Design project interventions (whether as part of global, regional or local initiatives) and lead their delivery, monitoring and evaluation. This includes audience

reporting to corporate standards

- Project Delivery Partners: Establish and manage partnerships to enhance impact and reach of our project work in line with British Council strategy and to meet country / regional audience targets.
- Marketing and Communications: Ensure that projects are marketed to the highest standards in print (press, publications), digitally (websites, social media etc) and at events, in collaboration with the marketing, communications and events team.
- Risk Management: Identify, assess, report and monitor progress in addressing risks to the achievement of project objectives
- Budget management: Manage delegated project budgets to corporate standards.
- EDI: Ensure that all projects and activities reflect the British Council's values and adhere to its Equality, Diversity and Inclusion principles.
- Line Management: Line-manage staff (initially two people) in line with corporate standards.
- Other Ad-Hoc Duties: As agreed between the post holder and their line manager. Perform reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.

***Key external relationships:***

- Ministry of Education and Science (and other ministries and sub-agencies of ministries as relevant)
- Government of Kazakhstan education and science agencies
- UK and Kazakhstani educational institutions (schools, TVET colleges, universities, teacher training institutes, local education departments)
- Kazakhstani alumni / students' associations
- Delivery partners / sub-contractors
- British Embassy / UKTI
- Educational media
- Leading corporates especially in the energy, financial and telecommunications sectors and members of the British Chamber of Commerce

***Key internal relationships***

- Head of Education and Society / Director of Newton Al-Farabi Partnership
- Director / Deputy Director Kazakhstan
- Business Managers / Project Managers Kazakhstan
- Marketing and Communications Manager Kazakhstan
- Regional Education Director and Regional Education Team

<b>Other important features or requirements of the job</b>	
Some national and international travel. Some evening and weekend working remunerated with overtime payments or TOIL.	
Please specify any passport / visa and/or nationality requirement.	Must be able to work in Kazakhstan
Please indicate if any security or legal checks are required for this role.	Appropriate child protection assurance checks

### Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Creating shared purpose</b> Communicating an engaging picture of how we can work together (essential)</p> <p><b>Connecting with others</b> Making regular opportunities to understand others (essential)</p> <p><b>Working together</b> Establishing a genuinely common goal with others (essential)</p> <p><b>Being accountable</b> Delivering my best work in order to meet my commitments (more demanding)</p> <p><b>Making it happen</b> Delivering clear results for the British Council (more demanding)</p> <p><b>Shaping the future</b> Looking for ways in which we can do things better (more demanding)</p>		<p>The following behaviours will be tested during the interview:</p> <p><b>Being accountable</b></p> <p><b>Making it happen</b></p> <p><b>Shaping the Future</b></p>
<b>Skills and Knowledge</b>	<p>Managing People (level 3)</p> <p>Managing Projects (level 3)</p> <p>Managing Finance and Resources (level 3)</p> <p>Managing Risk (level 2)</p>	<p>Developing Business (level 2)</p> <p>Managing Accounts and Partnerships (level 2)</p>	Short-listing and Interview
<b>Experience</b>	Experience of managing international education and training projects	Expertise in the vocational education sector	Short-listing and Interview

	Experience in higher education, further education and/or schools sector	Experience of securing partnership funding from government, businesses and/or non-governmental organisations	
<b>Qualifications</b>	Relevant university degree or equivalent experience		Short-listing
<b>Language proficiency</b>	Fluent in English and Russian	Able to work in Kazakh	Short-listing

Submitted by	Head of Education and Society	Date	June 2016
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