

Job Title	Head Education		
Directorate or Region	Wider Europe	Department / Country	Kazakhstan
Location of post	Astana (preferred)	Pay Band	F
Reports to	Director Kazakhstan	Duration of job	Indefinite contract

Purpose of job:

1. Lead our work in education in Kazakhstan and contribute to overall country strategy and planning, and to programme and team development.
2. Position the British Council as the “go to” organisation for international collaboration between Kazakhstan and UK in the field of education through the effective management of key relationships in education across all of Kazakhstan.
3. Grow our business in education, develop new customer-facing services, secure partnership and sponsorship income, and contribute to the achievement of our contracts targets in Kazakhstan.
4. Maintain a watching brief over relevant political, commercial, educational, scientific and cultural relationships in Astana across all sectors and business streams, on behalf of the Director and other senior managers [if based in Astana].
5. Oversee the efficient management of the British Council’s office in Astana. [if based in Astana]

Context and environment:

Kazakhstan has set out an ambitious and outward-looking national education programme for the period to 2020, with clear goals for the internationalisation of education at all levels. Public expenditure on education will grow to 5% of GDP by 2020. The Government has set a target that 20% of the population will speak English by 2020 (15% by 2017), with 15% trilingual in Kazakh, Russian and English by 2020.

The British Council’s aim is to place the UK at the heart of Kazakhstan’s international engagement for the transformation of its education system, in order to enhance cultural and educational exchange between the UK and Kazakhstan, in line with the aims of the 1994 Agreement on Cooperation in the Fields of Education, Science and Culture signed by the Governments of the two countries, and in support of the UK Government’s industrial strategy *International Education: Global Growth and Prosperity*.

Following the British Prime Minister’s visit to Kazakhstan in the summer of 2013, education has been identified as a priority area for UK-Kazakhstan cooperation at both policy and commercial levels. Education forms one of the three strands of the new InterGovernmental Commission on bilateral trade cooperation established in 2013, and Kazakhstan was included in the UK Government’s new Newton Fund programme, to support international science and research collaboration, launched in 2014.

The British Council intends to establish a new subsidiary company in Kazakhstan in 2015 so as to be able to respond fully to local commercial education opportunities, both independently and, increasingly, in partnership with other UK education providers.

The post-holder will directly manage a team of three project delivery managers / coordinators and will be a member of the country Leadership Team. As senior manager resident in Astana, the post holder will represent the Director and other senior colleagues on occasion [if based in Astana].

Accountabilities, responsibilities and main duties:

Education

Lead the development and delivery of an ambitious education programme in Kazakhstan which is market-led and results-oriented. Critical to this will be to grow the depth and breadth of audience engagement, including digital. The portfolio currently concentrates on IHE and skills but the post holder will need to maintain an overview of other areas of education, both formal and non-formal, in order to support the pursuit of relevant corporate social responsibility (CSR) / technical assistance projects, and to and identify any further business opportunities in this area, particularly in conjunction with our work in English.

Develop the British Council's education business. The post-holder will be responsible for achieving income growth targets across the education programme, including paid-for services such as our Services for International Education Marketing (SIEM) business, technical assistance contracts and our partnership and sponsorship work. This will include gathering intelligence about emerging business opportunities and agreeing with regional and UK business managers a tightly-focussed set of opportunities for active pursuit.

Pursue new education business opportunities. The post-holder will be expected to lead the positioning for, and pursuit of, education-related CSR / technical assistance projects for Kazakhstan and contribute as appropriate to proposal writing. This will include the transparent identification and active management of UK delivery partners and the preparation of all necessary internal documentation for the corporate approval of pursuit opportunities.

Build strong relationships with influential individuals in government and institutions in Kazakhstan and UK. The post-holder needs to play a leading part in delivering an external relations strategy in Kazakhstan that raises our profile, puts the UK at the forefront of international co-operation and the British Council as the trusted partner to make that happen. The post-holder will need to contribute to the maintenance of a good relationship with UK government stakeholders and develop strong relationships with UK institutions.

Maintain and develop a strong understanding of education in Kazakhstan and the UK. Extensive knowledge of the education sector in both UK and Kazakhstan is something that gives us a market edge in an increasingly competitive environment. The current focus is in the HE and skills sector but as mentioned above, a watching brief needs to be maintained on other sectors too.

Build strong co-operative relationships with other programme leads in Kazakhstan and Wider Europe. The post-holder is expected to play an active role in transforming our work from an internally driven SBU-led approach to a market-led approach that puts the needs and interests of audiences at the heart of what we do. Regionally, the post holder will be expected to make an active contribution to the regional education team.

Build a strong team. The post-holder will be responsible for ensuring effective staff resource to deliver our work that is as cost efficient and flexible as possible. The post holder will be responsible for talent and performance management, building a strong team that delivers excellent results. This will include education team members but will also require effective matrix management across other parts of the Kazakhstan operation.

Equal Opportunities and Diversity. The post-holder will ensure that all education projects and activities reflect the British Council's values and adhere to its EOD principles.

Astana [if based in Astana – no more than 10% of post]

Maintain relationships in Astana. The post-holder will need to maintain a watching brief over relevant political, commercial, educational, scientific and cultural relationships in Astana across all sectors and business streams, on behalf of the Director and other senior managers. This will require excellent internal and external communication and effective account management of what will inevitably be multiply-owned relationships with our lead Kazakhstan partners.

Oversee the efficient management of the British Council's office in Astana. The post-holder will be responsible for ensuring that the financial, administrative and resources management of all activities delivered from the Astana office is carried out efficiently and compliantly, regardless of the activity / business owner. The post-holder will also be responsible for day-to-day relationships with the British Embassy regarding our premises, and for ensuring that the office environment abides with all corporate health and safety, branding and environmental standards.

Key external relationships:

- Ministry of Education and Science / Ministry of Culture
- British Embassy / UKTI Education
- Key national education agencies (CIP, Bologna Centre, etc)
- Next-generation education projects in Kazakhstan (NU, Kasipkor, NIS)
- Key educational institutions in Kazakhstan (universities, VET colleges, schools)
- Corporates / foundations working in Kazakhstan
- UK education stakeholders / delivery partners / sub-contractors engaged with Kazakhstan
- Education media / journalists working in Kazakhstan

Key internal relationships

- Director Education, Wider Europe
- Director Kazakhstan
- Director English, Kazakhstan
- Head Arts, Kazakhstan
- Marketing and Communications Manager, Kazakhstan
- Regional Strategic Business Unit Leads

Other important features or requirements of the job

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.

No.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours Link here to a description of the British Council's behaviours	<p>Creating shared purpose Creating energy and clarity so that people want to work purposefully together (more demanding).</p> <p>Connecting with others Actively appreciating the needs and concerns of myself and others (more demanding).</p> <p>Working together Ensuring that others benefit as well as me (more demanding).</p> <p>Being accountable Putting the needs of the team or British Council ahead of my own (more demanding).</p> <p>Making it happen Challenging myself and others to deliver and measure better results (more demanding).</p> <p>Shaping the future Exploring ways in which we can add more value (more demanding).</p>		<p>The following behaviours will be tested during the interview:</p> <p>Being accountable</p> <p>Making it happen</p>
Skills and Knowledge Link here to a description of the British Council's core skills	<p><u>Managing People</u></p> <p>Manages a team: provides full line management to a team where all members are working in a similar area of expertise or business. Scope includes planning, setting objectives, role modeling an inclusive culture, recruitment, development and performance management.</p> <p><u>Managing Projects</u></p> <p>Leads larger projects: Analyses requirements with the sponsor / stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating larger projects. Handles changes in specification or plan to meet unexpected circumstances.</p> <p><u>Communicating and Influencing</u></p> <p>Is creative and adaptable in communications: able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p>	<p>Knowledge of the education sector in the UK.</p>	<p>Short-listing and interview.</p>

	<p><u>Planning and Organising</u></p> <p>Develops annual plans: develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</p> <p><u>Managing Finance and Resources</u></p> <p>Plans and deploys resources: negotiates and agrees the resources for a defined area as part of forward planning, monitoring progress and adjusting resources or priorities to meet goals.</p> <p><u>Developing Business</u></p> <p>Leads business development: able to plan and deliver business development activities for a major and/or new market category which is significant for the British Council.</p> <p><u>Managing Accounts and Partnerships</u></p> <p>Plans and leads on accounts and partnerships: develops and leads on the delivery of account management and development plans across a range of stakeholders / customers / partners to deliver medium term business and/or reputational gains for both parties.</p> <p>Excellent knowledge of the education sector in Kazakhstan.</p>		
Experience	Significant experience of working in the education sector in Kazakhstan in a management role, including in activities supporting the State Programme for Education Development 2011-2020.	Experience of the pursuit and delivery of donor-funded / company-funded education projects.	Short-listing and interview.
Qualifications	Relevant university degree or equivalent experience.		Short-listing.
Language proficiency	Fluent written and spoken English and Russian.	Good written and spoken Kazakh.	Short-listing and interview.
Submitted by	Director Kazakhstan	Date	January 2015