

Job Description and Person Specification

Last updated: October 2024

JOB DESCRIPTION

Post title:	Academic Provost & Associate Vice-President (International) Malaysia		
Academic Unit/Service:	University of Southampton Malaysia		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	7
Posts responsible to:	Vice-President International and Engagement (as line manager) and Malaysia Board		
Posts responsible for:	Chief Academic Officer, Chief Operating Officer, Chief Financial Officer		
Post base:	Office-based at the University of Southampton Malaysia Campus		

Job purpose
<p>The Academic Provost & Associate Vice President (International) Malaysia is a key strategic role which will provide inspirational leadership for the University of Southampton Malaysia. The post holder is the academic lead for the Malaysia campus, responsible for the strategic development of the campus. As Academic Provost, you will ensure excellence across the 'triple helix' of education, research and enterprise. You will have a cross-university role as Associate Vice-President International, ensuring engagement with colleagues. You will also be the Chief Executive Officer for the University of Southampton Malaysia for the purposes of in-country regulations related to the legal entity.</p> <p>The postholder will ensure that the campus has clear strategic direction and will work closely with senior academic and professional services colleagues across the whole of the University to develop and run a sector-leading transnational educational offer in Malaysia. As a campus of a world class university the role holder will ensure the delivery of the University's 'Triple Helix' approach, ensuring quality provision across education, research, knowledge exchange and enterprise, and all with a clear focus on the people involved in this endeavour.</p> <p>The role is responsible for the strategic academic development, leadership, resourcing, and management of the campus. They will ensure the achievement of the targets set out in the University of Southampton Malaysia Strategic Plan. This includes ensuring the highest reputation for the campus and the delivery of our ambitious student recruitment and retention targets. To this end the role holder will embed the University's International strategies and will ensure the long-term sustainability and success of the campus.</p> <p>The role holder will have a critical role in monitoring and managing the relationship with the wider university, ensuring a positive and collaborative relationship that will allow for an excellent student and staff experience. They will have accountability for ensuring the best possible environment exists in which students can thrive. They will have a keen focus on the student experience, this will include a focus on ensuring employability opportunities for students are identified and managed.</p> <p>They will also proactively foster, secure and maintain mutually beneficial relationships with stakeholders and advisers in Malaysia, the wider region and the UK. This will include managing the relationship with the</p>

regulating body, the MQA, state and national governments, and also deep engagement with employers, alumni and the wider community.

Key accountabilities/primary responsibilities	% Time
<p>1. Strategic Development and Stakeholder Engagement</p> <p>Work effectively as a senior member of the University, contributing to the development and implementation of the wider University strategy and as the lead academic officer for the campus ensure the implementation of the University Strategy at the University of Southampton Malaysia campus, ensuring that the 'Triple Helix' strategy of excellence in education, research, knowledge exchange and enterprise, is realised at the campus.</p> <p>Establish and maintain a high performing, collegiate, inclusive and respected senior leadership team and oversee the management, performance and development of the campus academic, research and technical staff. Work within the agreed core administration structure to organise and manage the campus to achieve its academic and performance goals. Maintain and grow the connections between all Schools to ensure a cohesive campus operation.</p> <p>Work with the Chief Academic Officer, and in partnership with the faculties of the University, to ensure the delivery of the University's portfolio of taught programmes in line with expected standards, ensuring complete comparability of award and an excellent education and student experience.</p> <p>Work in partnership with the faculties of the University, to develop a local research and knowledge exchange plan, developing a culture of high-quality research at the campus.</p> <p>Represent the University of Southampton Malaysia nationally and internationally at the highest levels, raising profile, identifying & delivering partnership/business opportunities and advising senior management accordingly.</p> <p>Work in direct partnership with Faculties to ensure that the activities of the University of Southampton Malaysia support and enhance the work of the wider University.</p> <p>Able to operate in multi and intercultural contexts, and able to lead a complex organisation within the specific context of Malaysia, recognising legislation relating to equalities in that country.</p>	35%
<p>2. Strategic Leadership</p> <p>Lead the academic strategy for the campus in a transparent, visible and consultative manner to develop and implement its business plans for excellence in research, education, knowledge exchange and enterprise, thereby achieving agreed campus performance targets including tuition fee, research and other income.</p> <p>Ensure student recruitment meets targets and that viable student numbers/cohorts are delivered in a way that meets our goal of 'growth with excellence'.</p> <p>Report to the University of Southampton Malaysia Board, on ensuring the business of the campus remains strategically aligned to the wider University and focussed on the delivery of the campus business plan.</p> <p>Constantly review and refresh operational plans to ensure that they remain focused on the delivery of business plans. Monitor all relevant KPIs, budget information, student and staff feedback and other sources of quantitative and qualitative data in support of this goal.</p> <p>Lead the production of the Malaysia Campus Business Plan to be submitted as part of the University's annual planning round, taking part in scrutiny activities such as the Academic Planning Review as appropriate.</p> <p>Provide high-quality management information to University Council the Executive Board and governance committees (including Senate and relevant sub-committees), and to the University's International Executive Board and Planning & Resources Group, to report on performance and to support decision making.</p> <p>Work in partnership with the University's delivery partner to continually review activities and resources to ensure that the operation is efficient and offers the best return on investment and value for money, with appropriate resource allocated to the right tasks.</p>	30%

Key accountabilities/primary responsibilities	% Time
<p>3. Management</p> <p>Provide professional strategic leadership to the staff of the campus and ensure that effective recruitment, induction, support, development, and training procedures are in place to enable staff to fulfil their potential and meet best practice.</p> <p>Ensure that the campus complies with the relevant Malaysian legislation, including the regulations as stipulated by the MQA.</p> <p>Ensure that the campus complies with the relevant UK legislation, University Regulations, and ordinances, and the University's Quality Management & Enhancement Frameworks.</p> <p>Manage any risks in line with University policies through embedding and monitoring risk management in decision making.</p> <p>Promote and support continuous innovation and enhancement in the delivery of education, ensuring excellence in educational outcomes and experience for all students.</p> <p>Promote and support the production of excellent research and innovation across the campus, identifying and exploiting opportunities for working with industry, public bodies and other external stakeholders, maximising impact and securing growth in external research and enterprise income.</p> <p>Own and carry out appraisals and annual reviews of relevant staff and other line-managed staff, ensuring that all staff understand their contribution to the division and to the University Strategic Plan, so that they can develop their skills and improve performance.</p> <p>Ensure that staff are aware of, and comply with, relevant legislation, and to take responsibility for understanding and implementing the University's policies and procedures including those governing Health and Safety, Equal Opportunities, copyright, data protection, freedom of information and disability, across the whole of the area.</p>	30 %
<p>4. Culture and Inclusion</p> <p>Promote a culture of equality, diversity, inclusion and respect throughout the campus.</p> <p>Work with colleagues to embed EDI initiatives and follow best practice.</p> <p>Responsible for the proper conduct of the campus in accordance with the University's rules, regulations, policies and procedures, particularly those in relation to equality, diversity and inclusion, and health and safety.</p> <p>Any other duties as allocated by the line manager following consultation with the post holder.</p>	5 %

Internal and external relationships
<ul style="list-style-type: none"> • All colleagues at the University of Southampton Malaysia • Vice-Presidents of the University, including specifically those with the portfolio for Education and Research • Members of Council, senior executives of the University, other senior office holders of the University, directors of professional services and the Vice-Chancellor's Office. • Members of the UoSM Board • Deans and Heads of Schools. • Members of staff and students within the campus. • Key stakeholders, including the business community, government, funding and relevant professional bodies and societies. • Equivalent post holders in other Universities, nationally and internationally, including active participation in relevant bodies for leads of overseas campuses, or similar roles. • Local, national and international government bodies and public organisations, as applicable. • Related commercial organisations, as applicable. • Alumni and donors.

Special Requirements

The person appointed, if not already a member of academic staff at the University, will be conferred with an academic title commensurate with their academic standing and discipline.

It is expected that the person appointed will continue with and develop their own research ensuring academic standing and prestige within area of specialism continues.

Based in Malaysia this role will require visits to the UK and travel through South-East Asia as and when required.

Willingness to work out of hours where necessary, particularly to attend key meetings in the UK (eg Senate)

Cultural and cross-cultural sensitivity and understanding.

Ability to represent the University of Southampton at senior level nationally and internationally.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge, and experience	<p>A higher degree, PhD or professional doctorate in a relevant academic area.</p> <p>A proven track record of outstanding academic achievement, of international standing, in a field of expertise relevant to the University, potentially recognised by membership of a relevant prestigious society or organisation.</p> <p>Experience in a senior academic leadership role with detailed knowledge of drivers and trends in international higher education, especially in Malaysia and the wider SE Asia region.</p> <p>A proven track record of providing strategic and visionary direction and maximising performance in a complex organisation, with an understanding of how to bring together multiple disciplines.</p> <p>Proven experience of managing significant organisational change.</p>	<p>Membership of Higher Education Academy or equivalent.</p> <p>Membership of national or international advisory bodies.</p> <p>Experience of leadership and impact in an international setting.</p> <p>Expertise and knowledge of the Malaysian higher education sector.</p>	CV, application and selection processes
Expected Behaviours	Apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.		
Planning and organising	<p>Proven ability to develop business and operational plans with financial and reputational impact.</p> <p>Proven ability to lead outreach activities and programme development.</p>		
Problem solving and initiative	<p>Able to make judgements on significant new problems where precedent may not apply.</p> <p>Able to develop innovative solutions and practical implementations for strategic change.</p>	Experience of managing start-up operations, navigating new and novel problems.	
Management and teamwork	<p>Proven ability to lead by example and instil a strong team ethos.</p> <p>Ability to manage a range of cross-disciplinary academic, technical and professional services colleagues.</p> <p>Ability to manage the relationship with delivery partners, holding to account whilst building collaboration.</p> <p>Able to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the university.</p>	<p>Experience of leading and managing teams in a transnational campus of a major university.</p> <p>Experience of ensuring a harmonious relationship between different parts of a wider global university.</p>	

	<p>Able to recognise and deal with obstacles and difficulties so that teams can deliver.</p> <p>Able to demonstrate leadership and to raise performance standards throughout own work areas.</p>		
Communicating and influencing	<p>Able to establish and build major relationships with key stakeholders, funders and policy makers.</p> <p>Able to use influence to develop positions or strategies.</p> <p>Demonstrable networking skills and ability to develop and nurture partnerships and alliances contributing to the University's profile.</p> <p>Generate a culture of enthusiasm and passion for continuous improvement and excitement regarding leading-edge developments.</p> <p>Able to inspire and motivate employees at all levels.</p> <p>Excellent written and oral communication skills, including crafting and delivering complex messages for a diverse range of stakeholders.</p>	Experience of leading communications strategies for a transnational campus of a university.	
Other skills and behaviours Our Southampton Behaviours	<p>Experience of operating in multi and inter-cultural contexts, with the ability to lead a complex organisation.</p> <p>Ability to lead and manage change through an organisation.</p> <p>Financial acumen with the ability to increase or develop additional sources of income through education, research, knowledge exchange and enterprise activities.</p> <p>Demonstrates cultural and cross-cultural sensitivity and understanding.</p> <p>Able to represent the University of Southampton at senior level nationally and internationally.</p> <p>Able to build connections with relevant sector networks</p> <p>Able to demonstrate alignment with the University's core values in all areas of work, and champion those behaviours in the directorate (see appendix 1)</p>	Knowledge and understanding of current issues relating to the provision of modern, user-focused processes and systems in an HE environment.	

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input checked="" type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles (e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (e.g.: strimmer, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public	x		
Lone working	x		
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University: Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback, and adapt my behaviour accordingly
	I show pride, passion, and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and act to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes, and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable, and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your people’s work productivity, performance, wellbeing, and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high-quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability, and impact and take appropriate steps to mitigate the risk or maximise potential benefits.