



China-Britain  
Business Council  
英中贸易协会

## China-Britain Business Council (CBBC)/英中贸易协会

In conjunction with our member organisation, King's College London, CBBC is currently looking to recruit a candidate for the following position, which will be based in Nanjing:

### International Partnerships Manager – King's College London

**Location: Nanjing**

**Package: Competitive salary range between RMB 18,000 – RMB 23,000 /month (13-month annual salary) based on matched qualification and experiences**

### Job Description

The King's, Nanjing Vocational Health College (NVHC) renewal contract is a 5-year education consultancy collaboration which continues the first successful project completed in 2021. Delivery is supported by a full-time King's Academic Lead, the London based Senior International Partnerships Manager and a Nanjing based International Partnerships Manager (this post). The latter will continue work already started and is a key liaison between NVHC and King's.

King's will continue to provide active and deep engagement to facilitate the development of the new Nanjing Nightingale Nursing College that is envisaged as a provider of world-leading nurses in a range of specialist areas. This includes support for the staff, curriculum, and education governance that meet international standards for delivery of high-quality nurse education.

To achieve this aim, King's will support and deliver five integrated work streams below, over a five-year period to 2027:

1. CPD programmes for qualified nurses and midwives delivered in Nanjing
2. Staff development
3. Adapted modules for the King's one-year BSc Nursing Studies programme for graduates of NVHC
4. The development of new Nursing Programme
5. Governance and best practice

The post holder, based in Nanjing, will build on the relationships already cemented through the first collaboration with NVHC and work with the London project management team to deliver the project. This collaboration is dependent on highly effective project management, both in the UK and in China. The International Partnerships Manager has a key role in supporting, developing, and implementing the project. The post holder will be responsible and accountable to the London based Senior International Partnerships Manager.

The postholder will work closely with key King's and NVHC stakeholders, drawing upon an understanding and experience of working in or with the UK (ideally) and in China, coupled with demonstrable understanding of the commercial aspects of UK university and healthcare sectors. The

postholder will work primarily from serviced office space in Nanjing and will work at NVHC on a regular basis.

### **Key Responsibilities:**

#### **Project Management**

- Work collaboratively with the London based project management office (PMO) to plan, manage, report, and deliver the project in line with contractual deadlines
- Maintain and update project documentation, including but not limited to, the daily log, risk register, issues register, checkpoint reports and monthly status reports
- Manage and update financial documentation and controls related to the project including but not limited to fee invoices, project contingency, fee uplifts and annual recharges
- Work with the Academic lead to ensure the Quality cycle is undertaken and reported against agreed product descriptions.

#### **Client Management**

- Liaise with NVHC in person, on behalf of King's and nurture and develop the client (NVHC) relationship through an annual plan, to ensure smooth continuation of the project
- Develop regular weekly meetings with the client to update and maintain progress on the project
- Ensure clear and concise verbal and written communication between King's and NVHC in English and Mandarin
- Develop an annual information cycle for applicants for the King's BSc (Hons) Nursing Studies and be the point of contact for queries.

#### **Internal Liaison and Communication**

- Collaborate with the London based PMO to provide reports, and updates at meetings of the project management office, the project team, the UK project board, and the Joint project board
- Work with the London based PMO to develop effective communication strategies as a single project team across 2 countries
- Develop a virtual working relationship with the King's NMPC Communications Manager to deliver the communications plan and other specified work e.g. the annual celebration booklet
- Develop effective communication with the academic and administrative communities of both King's and NVHC regarding project progress.

#### **External Liaison and Communication**

- Engage government stakeholders and others involved in the project in China
- Provide a central point of contact for project related enquires in Nanjing.

#### **Other**

- Work with King's China Business Development Consultant, based in Beijing to maintain up to date information about other project opportunities as part of continuing professional development
- Translate and interpret in English and Mandarin when required
- Support and be available to King's staff (including out of hours) while they are carrying out project delivery in Nanjing

- Collaborate with the London based PMO to arrange travel, itineraries and orientation for King's colleagues travelling to China.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

### **Skills, knowledge, and experience**

#### **Essential criteria**

1. Undergraduate degree or equivalent experience
2. Fluent written and spoken English
3. Fluent written and spoken Mandarin
4. Excellent IT and presentation skills across the MS Office suite
5. Proven experience of communicating effectively across a range of stakeholders, situations, and teams
6. Proven experience of translating and interpreting in English and Mandarin
7. Thorough and organised approach, with high levels of attention to detail
8. Proven experience of project management skills and the ability to plan effectively and deliver according to contractual deadlines
9. Collaborative, proactive and committed to diversity and inclusion

#### **Desirable criteria**

1. Project management qualification, such as PRINCE2
2. Good understanding of the UK and UK Higher Education Sector
3. Knowledge of healthcare in the UK and China

#### **Contract**

This post will be offered on a fixed term contract for 5 years. (CBBC probationary period- 6 months). This is a full-time post based in Nanjing.

The role holder will report administratively to CBBC's office managers in Nanjing, and functionally will report to and be supported by Senior International Partnerships Manager in London.

#### **Benefits and conditions of employment**

CBBC offer competitive packages which include basic gross salary, social insurance, medical insurance, and generous leave entitlement.

**The gross annual package for this position is RMB 234K– RMB 299K with annual pro rata leave entitlement of 22-days for Chinese nationals.**

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: [CBBCPHR@cbbc.org](mailto:CBBCPHR@cbbc.org). Please use "Kings Nanjing – Candidate Name" as the subject of the email.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a cover letter and use wrong subject of email will not be considered.

The closing date for applications is **4<sup>th</sup> July 2022**.

Telephone enquiries and personal visits will NOT be accepted.