



China-Britain
Business Council
英中贸易协会

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

The China-Britain Business Council (CBBC) is the UK's leading independent source of China business information, advice, consultancy and services for UK industry.

For more information about us, please visit our website at <http://www.cbcc.org>.

In conjunction with our member organisation, University of Dundee, CBBC is currently looking to recruit a candidate for the following position, which will be based in Shanghai.



University
of Dundee

The University of Dundee is one of Scotland's leading universities, offering world-class degrees in a wide variety of subjects. The University has over 16,000 students and 3,000 staff, representing around 150 different countries across the world, making Dundee a truly global institution. We ranked 35th in the United Kingdom in The Times & Sunday Times Good University Guide 2022, and has been recognised as a "global centre of excellence for Life Sciences & Medicine" in the newly released QS World University Rankings by Subject 2022. www.dundee.ac.uk

China Recruitment Manager (Central China)– University of Dundee, Shanghai

Location: Shanghai

Package: Competitive salary range between RMB 13,000 – RMB 15,000 /month based on matched qualification and experiences

The Role

We are seeking an experienced and self-motivated individual for the post of China Recruitment Manager, who will focus on our open recruitment activities in Central China, to join the team. Reporting to the Senior International Officer of External Relation and working closely with academic departments, you will be responsible for identifying, delivering and monitoring student recruitment opportunities through the

development and implementation of a recruitment plan for target audiences in China; raising the profile of the University of Dundee and successfully helping to achieve the outcomes that advance the University's international strategy. The post will include attending student recruitment events throughout Central China and enhancing the existing network of agents in the region.

Main Responsibilities

- Organise and undertake recruitment visits across mainland China primarily, SARs and other East Asian countries as and when required. This will include representing the University at exhibitions, educational institutions, pre-departure briefings and conversion events, and with agents and local partners.
- Provide high quality market intelligence enabling the identification of new opportunities to optimise international student recruitment. Liaise with Senior International Officer and Student Recruitment Manager in relation to the development and implementation of the international student recruitment strategy. This should include but not limited to information on application trends, programme development and market conditions.
- Working closely with Oxford International Education Group to support and promote International College Dundee.
- Develop relationships with key International Schools across mainland China and other countries in East Asia as and when required.
- Relationship management of the university's network of agent representatives in China. This would include developing strong and professional relationships with agents by doing regular office visits and delivering regular agent training.
- Answering enquiries from agents and students and to support university applications in a professional and timely manner
- Working closely with Dundee based staff, specifically Admission on keeping up to date with individual applications but also changes to procedures and policies.
- Identifying new opportunities for the University to promote its programmes.
- Provide effective and efficient advice to prospective international students on their application to Dundee.
- Provide excellent support and advice to Dundee-based colleagues and academic staff planning trips to China to ensure maximum impact. This would include but not limited to; building schedules, booking appointments, suggesting hotels, and anything else linked with planning trips.
- Provide on the ground support of Academics Abroad activities. Specific support for the Academic Regional Lead, Senior International Officer and Student Recruitment Manager for planning and implementing plans for project led trips with specific focus and post trip analysis and actions.

- Monitor and manage budgetary spend in accordance with the universities set annual budget for travel and subsistence.
- Work with wider UoD China team to ensure a strong team working relationship and develop learning and skills across shared goals.

The duties of the post outlined above are not exhaustive and the post-holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a member of staff in the University.

These duties will be subject to review in line with the changing requirements of External Relation and the Institution, and with the development needs of the post-holder as identified through the OSAR process.

Essential Criteria

- Graduate, preferably from a UK University (University of Dundee particularly desired).
- At least 3 years' work experience in a relevant environment.
- Experience in recruitment of Chinese students for UK-based higher education programmes (strongly preferred).
- Ability to work independently, taking a proactive approach, with minimal supervision.
- Excellent communication and presentation skills.
- Self-motivated with the ability to manage demanding workloads, meet deadlines and the capacity to resolve issues with limited assistance.
- Demonstrable knowledge of the UK, especially the UK's Higher Education sector.
- Understanding of the general principles of the Tier 4 General student visa regulations.
- Knowledge of the Chinese Higher Education system.
- Significant administrative experience including the use of IT.
- Goal orientated and highly motivated with a flexible approach to work.
- Able to travel both within Mainland China and overseas and to work non-standard hours when required.
- Excellent oral and written skills in both English (at least IELTS 7.0, or equivalent) and Mandarin (HSK 6.5).

Desirable Criteria

- Relevant professional qualification
- Graduate of University of Dundee
- Experience of working in University student recruitment
- Familiarity with Scotland and Scottish Higher Education

The role holder will report administratively to CBBC's office managers in Shanghai,

and functionally will report to and be supported by University of Dundee in the UK.

Benefits and conditions of employment

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

The gross annual package for this position is **RMB169K– RMB195K** 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: CBBCLPHR@cbbc.org. Please use “**University of Dundee SH – 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 **10th August 2022**.

Telephone enquiries and personal visits will NOT be accepted.

