



University  
of Dundee



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, University of Dundee, CBBC is currently looking to recruit a candidate for the following position, which will be based in Shenyang:

**Project Manager (Joint Education Programme with Northeastern University) – University of Dundee, China**

**Location: Shenyang**

**Package: Competitive salary range between **RMB 16,000 – RMB 18,000** /month (13-month scale) based on matched qualification and experiences**

**School of Science and Engineering**

The School of Science and Engineering delivers research and teaching across Anatomy & Human Identification, Computing, Engineering (Biomedical, Civil, and Mechanical & Electronic), Forensic Sciences, Mathematics and Physics. Excellence in research can be evidenced by a Research Excellence Framework (REF2021) profile marking Civil Engineering, Engineering and Mathematics all 1st in Scotland and in the top 10 in the UK. The School has approximately 1,500 students spread across research, taught-postgraduate, and undergraduate levels.

We also deliver on several strategic initiatives – including Graduate Apprenticeship programmes, the Leverhulme Research Centre for Forensic Science, the Joint Education Programme with Northeastern University, China, and the Dundee International Institute of Central South University (DII CSU), China.

**Joint Education Programme(JEP) with Northeastern University(NEU)**

This exciting collaboration established a double award between University of Dundee (UoD) and Northeastern University (NEU) in China, engaging the disciplines of Biomedical Engineering at both Universities. Students enrolled on the Double Award undertake three years of study in NEU followed by one year of study at UoD. The initial teaching period in NEU requires UoD teaching staff to make a significant contribution to the teaching and assessment in China, with teaching staff required to spend blocks of time in China delivering teaching material. UoD is responsible for the academic standards and the quality of the student experience of the entire programme.

**University of Dundee**

The University of Dundee has a clear mission – to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research, and work that has social, cultural and economic impact.

The high quality of teaching and research at the University, together with the satisfaction ratings of our students, has contributed to repeated high rankings. We are: Gold-rated in the Teaching Excellence Framework; Scotland's top university at The Herald Higher Education Awards 2023; ranked 4<sup>th</sup> in Scotland for graduate prospects by The Complete University Guide 2024; ranked as one of the world's top 250 universities by the Times Higher Education World University Rankings 2023 and recognised as a "global centre of excellence for Life Sciences and Medicine" in the QS World University Rankings by Subject 2022.

More information can be found at [www.dundee.ac.uk](http://www.dundee.ac.uk)

### **The Role:**

The Project Manager (Joint Education Programme at Northeastern University) is a vital role within the School Senior Professional Services Team responsible for the development and delivery of the Joint Education Programme (JEP) at Northeastern University. Reporting to the Strategic Partnerships Manager, the post holder will be playing a key role in supporting and managing the partnership programme, BEng(Hons) in Biomedical Engineering, based at the campus in Shenyang. They will work alongside the Programme Director, Programme Leads, and Directorates at the University of Dundee as well as the teaching and administration teams at both Universities, to help deliver the agreed outcomes of the partnership.

The postholder will be a member of the team responsible for the management of the administration of the partnership between UoD and NEU, working in Shenyang they will co-operate with the Strategic Partnerships Manager to implement the administrative systems for the programme. As a leading member of the administrative team responsible for the programme, they will be expected to work closely on site with our partner colleagues at NEU to help deliver the partnership programme. This will include the day-to-day communication between both Universities, as well as the operation of the UoD's requirements for implementation of quality and academic standards for the programme.

They will have relevant experience of dealing with international partner institutions, providing support to academic colleagues undertaking international travel and teaching. They will have a robust understanding and experience of requirements for the assurance of quality and academic standards within the UK higher education system.

The post holder will possess outstanding interpersonal and organisational skills, be a problem solver with a 'can do' attitude, capable of managing a team of colleagues, and have experience of working in international markets. They will be capable of working with and supporting colleagues while based at the Programme. Excellent written and verbal communication skills in English and Chinese, and the ability to interact positively with people at all levels, in UoD and NEU, within a dynamic academic environment are essential requirements of this post.

### **Principal Accountabilities:**

- Support the Strategic Partnerships Manager and the JEP Programme Director to maintain appropriate administrative systems to deliver the outcomes of the collaboration.
- Manage on the day-to-day operations of the administrative systems of the JEP at NEU, ensuring an outstanding level of support to students and staff, whilst ensuring they are working to university policies and procedures.
- Work with the Strategic Partnerships team to establish and maintain a safe and secure

administrative system to share documents and data between UoD and NEU.

- Work collaboratively with NEU colleagues to complete documentation associated with the JEP in China, such as the cooperative educational assessment, project extension application, preparation for the Joint Management Committee (JMC) and other relevant cooperation documents.
- Liaise with the Strategic Partnerships team to organise travel schedules and plans for UoD staff undertaking teaching and business meetings in NEU, including visa applications.
- Lead on the organisation and management of teaching and assessment activities delivered by UoD staff in NEU, including timetabling, examinations, room bookings, resources, labs equipment etc.
- Lead on the staff induction and orientation for UoD staff working at NEU, acting as their main point of contact for the duration of their visit overseeing teaching resources, accommodation, and staff access to NEU systems.
- Lead on the organisation (including preparation of the agenda and supporting documents, ensuring accurate minutes are recorded) and proactively follow up actions and outcomes of the relevant boards/committees established in the contractual agreement between the partner universities
- Act as an interpreter at formal meetings and provide translation of documents as required to ease understanding.
- Maintain a comprehensive record of documentation between both universities, including the minutes of joint boards and committees for the purpose of internal monitoring and review, and external audit.
- Act as main point of contact for student communication from UoD utilising appropriate platforms for information dissemination.
- Work with Advisers of Study and the Student Support team to support students and advise students on UoD systems and processes
- Manage student enrolments, and ensure the UoD School has oversight of all matters that relate to the journey of each student at the Programme including retention, progression and achievement of module grades and their degree classification from the UoD
- Engage with and assist with colleagues in Registry and UoD-IT for the UoD double Award Student matriculation and system access, supporting NEU students through the UoD application, matriculation, and induction processes, both at NEU and UoD
- Work with the Strategic Partnerships Team to assist teaching staff in the maintenance of material on MyDundee for use by NEU students.
- Advise and support NEU students in their preparation to study at the Dundee campus for Year 4, on their application, English language and visa requirements.
- Promote opportunities for the summer school and exchanges, working closely with the strategic partnerships team, to make these opportunities available to students.
- Work alongside the Strategic Partnerships Education Lead to ensure processes relating to UoD requirements for quality and academic standards are adhered to including requirements for annual module and programme monitoring (including receiving and acting on student feedback), changes to taught provision, periodic programme review, external examining and consideration of external examiners' reports etc.
- Lead on writing and developing the programme handbook, assessment regulations and website content, in collaboration with the academic team at both institutions, ensuring updates are made as required.
- Work with the Strategic Partnerships Education Lead and team to manage & support the Board of Examiners for the Programme, including working with the external examiner(s) to ensure that there is access to relevant samples of assessed work.
- Engagement with examination processes in UoD and NEU & work with the Strategic

- Partnerships team to ensure processing of graduation paperwork.
- Working closely with the Project Manager(DIICSU) continually look for ways to streamline operations to ensure delivery of fit-for-purpose and robust services for staff and students
  - Any other duties as directed by the Strategic Partnerships Manager and/or the JEP Programme Director

**Additional Responsibilities:**

- Accept shared responsibility for the health and safety of all UoD personnel during their visits to Shenyang
- Carry out responsibilities with due regard to the University and School Equal Opportunities policies
- Respect the confidentiality of all data in line with the General Data Protection Regulation

**Note:** The duties of the post outlined above are not exhaustive and the role holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required as a member of the professional-services staff in the University. These duties will be subject to review in line with the changing requirements of the School and University, and with the development needs of the role holder as identified through regular review/appraisal processes.

Regular trips to Dundee to work with Dundee-based staff will be a requirement of the post, as well as travel to Changsha(DIICSU)for staff development and travel to other University of Dundee offices located in China as required.

**Skills & Qualifications:**

***Qualifications, Knowledge and Experience:***

**Essential**

- Graduate qualification in an appropriate subject or equivalent relevant experience
- Knowledge and understanding of the key issues facing higher education internationally and how they relate to both partners
- Excellent written and verbal communication skills in Chinese and English
- Cultural awareness of working in international markets
- High level skills in interpreting and implementing strategy in line with the strategic vision of a university and ability to interpret and implement University policies and procedures
- Excellent liaison skills, with the ability to manage complex relationships with a wide range of individuals (including senior staff) within the University and externally
- Excellent planning, organisational and communication skills, and ability to balance competing priorities and deliver outputs to deadlines
- Excellent interpersonal skills, including evidence of team working and the ability to be proactive in responding to the needs of staff and students
- Meticulous attention to detail, producing work of consistently high standard, and the ability to generate well-written documentation
- Ability to balance competing demands and prioritise effectively, monitoring own progress and working to tight deadlines, and to make independent decisions on administrative support provided including delegation of tasks as appropriate
- High-level IT skills and the ability to present information and data in a clear and concise

manner

- Commitment to continuous service development and to ongoing personal and role development, and willingness to undertake training to improve the skill base or adapt to changing circumstances

#### **Desirable**

- Postgraduate qualification in appropriate subject area
- Senior management experience in a higher education establishment
- Good analytical skills, with the ability to process and collate complex information and manage data in a structured manner and with a high level of accuracy

#### ***Skills, Abilities and Competencies:***

##### **Essential**

- Experience of acting as a principal point of contact for queries from a wide range of staff and external sources
- Experience of working successfully and productively with senior academic and professional services staff
- Experience in supporting committee work.
- Experience of using Microsoft 365 including Microsoft Teams, Outlook and Office

##### **Desirable**

- Significant experience of working in a Higher Education environment
- Experience of working in a similar role
- Organisation of events with both internal and external attendees

The role holder 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 (pro rata leave entitlement of 22-days).

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: [CBBCLEPHR@cbbc.org](mailto:CBBCLEPHR@cbbc.org). Please use “**Dundee Shenyang – 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 **9<sup>th</sup> October 2023**. *We encourage early applications. We will be reviewing applications as they come in therefore you may be contacted before the closing date if we wish to take forward your application.*

Telephone enquiries and personal visits will NOT be accepted.