

Project Officer – China Programmes

Job Description – October 2021



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About the Joint Institute of Advanced Agri-Technology at Qingdao Agricultural University and other China Programmes

The Joint Institute is an exciting new initiative supported by China's Ministry of Education. It offers four Double Award undergraduate degrees, each of four years' duration:

- BSc (hons) Agriculture
- BSc (hons) Environment, Food and Society
- BSc (hons) Food Production and Supply Management
- BSc (hons) International Business Management

Entry to the programmes is for Chinese Nationals only. All teaching is in English, with students required to attain an appropriate level of proficiency in English before starting their second year. In their second, third and fourth years, students at the Joint Institute study a diet of modules similar to those offered in Cirencester, through a fully blended curriculum that comprises online lectures and materials with face to face seminars, projects and assignments. Through this format, the Joint Institute students experience the same lectures and materials that are offered in Cirencester, but with specialist classroom support provided by a small team of RAU staff based at the Joint Institute.

In addition to the Double Award programmes, the Joint Institute will offer opportunities to students from RAU to visit and study, for example as part of its annual summer school programme. The Joint Institute is situated on Qingdao Agricultural University's (QAU) main campus and enjoys its own building and core staff. Overall management is via a number of joint committees comprising RAU and QAU representatives, with RAU's China Office facilitating liaison between QAU and RAU and supporting RAU staff based at the Joint Institute. In addition to the RAU staff based at the Joint Institute, a number of other members of RAU's academic staff visit the Joint Institute on a regular basis, to lecture and to undertake research and knowledge exchange activities.

Qingdao Agricultural University was founded in 1976 as one of the original 12 Shandong Province Universities. It started life in 1951 as Laiyang Agricultural School (about 60 miles from Qingdao City), became Laiyang Agricultural College in 1958 and, once it achieved University title, expanded to occupy 4 campuses (Chengyang – main campus, Laiyang Campus, Blue Valley Campus and part of the Jiaozhou Modern Agricultural Science and Technology Demonstration Park). A new, fifth campus is being built at Pingdu which opened in 2020. The campuses will eventually cover an area of 860 acres with over 1.1 million square metres of teaching and research building space. The University owns three small farms in the area which are used for teaching and research. QAU ranks 345 out of the 3000 universities in China and 45 out of 97 for Agriculture.

QAU has eight discipline areas split into 24 Schools or Departments and offers 77 Bachelor programmes including agriculture, forestry, food science, economics, engineering, law, veterinary medicine, foreign languages and some media and fine arts degrees. It also offers 73 Masters programmes in similar subjects. Altogether there are 40,000 students and 1494 full time lecturers giving a full-time staff: student ratio of approximately 1:27.

For more information, see <https://en.qau.edu.cn/>

The RAU also has links with a number of other Chinese universities, including Shandong Agricultural University, where we are establishing a new double degree BSc in Real Estate. More information on all our partners can be found at <https://www.rau.ac.uk/rau-china-programme>

The Management Team for RAU's China Programmes is:

- Professor Neil Ravenscroft (Deputy Vice-Chancellor)
- Associate Professor Xianmin Chang (Associate Pro Vice-Chancellor, China Programmes)
- Steve Finch (Head of International Programmes)

The Role

Job title: Project Officer – China Programmes

Department: International

Responsible to: Associate Pro-Vice-Chancellor (China Programmes)

Location: RAU Cirencester, with regular travel to China as circumstances allow

Salary: Grade 6: £26,341

Term: Permanent; full-time

Responsibility for:

- (1) General project and administrative support for all RAU's China Programmes, including the Joint Institute at Qingdao Agricultural University, the teaching programmes at Shandong Agricultural University, and the various collaborative and exchange programmes with other Chinese universities.
- (2) Recruitment of Chinese students to study at RAU. This includes progression from RAU's China Programme universities as well as recruitment from other targeted universities and colleges.

The Purpose

- The main purpose of the role is to support the China Programme managers with the day to day business of running RAU's China programmes, including setting up meetings and teaching sessions, generating data for reports, liaising with SinoCampus and other China staff, and – Covid willing – arranging travel, visas etc. It is estimated that this is a 0.6FTE role.
- The remaining 0.4FTE relates to recruitment: recruiting students on RAU's China Programmes to progress to PGT and PGR at RAU; working with agents to set up short courses, exchange programmes, etc; and recruiting u/grad students to complete their degrees at RAU (ie recruitment from China's private business and agricultural colleges).
- Subject to Covid restrictions, you should expect to travel to, and in, China on a regular basis, as agreed with your line manager. When in China you will be provided with staff accommodation on campus at the Joint Institute at QAU, which you can use as a base for travelling to other colleges and universities, as required.

- You will possess an excellent understanding of the RAU's China Programmes so that you are able to support day to day teaching and relating activities. You should also have an excellent understanding of the RAU and its academic programmes, so that you are in a position to advise and recruit students to RAU programmes. You will have a proven ability to communicate this knowledge to others, with a well-developed empathy for students and a wish to support academic staff in developing the student experience, particularly outside the classroom.
- You should be highly experienced in student recruitment, with a strong record of achievement in recruiting Chinese students to study in UK universities. Experience of recruitment in other countries in East Asia would be an advantage.
- You should be a fluent Mandarin speaker with a well-developed understanding of Chinese culture and society. In addition, you should be able to demonstrate that you have the social skills to act with tact and diplomacy in all dealings with RAU's China partners and at all times when you are representing RAU internationally. When working at RAU you should be prepared to work unsocial hours as dictated by the time difference between the UK and China, with appropriate time off in lieu.

Key Responsibilities

1. ADMINISTRATION

- Provide a broad range of operational support for all the China Programmes, including day to day oversight of teaching delivery, set-up of meetings and general communication with partners.
- Take specific responsibility for developing relationships and activities with a named set of China partner universities and their agents, as assigned by your line manager
- Attend management meetings arising from assigned responsibilities, at the RAU and in China.
- Represent the China Programmes internally in RAU.
- Represent the RAU in China.

2. RECRUITMENT

- To develop a sustainable pipeline of student progression from RAU's China Programmes to PGT and PGR at RAU.
- To generate agreed recruitment target numbers of undergraduate students from China and other East Asian countries.

3. SKILLS AND EXPERIENCE

- Proven experience of student recruitment in China and East Asia.
- Experience of project management and team working.
- Fluent Mandarin and a deep understanding of Chinese culture and society.

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.



Requirements		Essential (E) or Desirable (D)
The post holder must be able to demonstrate:		
Administration:		
The ability to communicate effectively with colleagues in the UK and China, in English and Mandarin		E
Excellent interpersonal, verbal and written communication skills		E
Ability to self-motivate and to motivate others		E
Experience of managing people		D
Experience of student recruitment in China		E
Experience of managing recruitment agents		E
Skills:		
Ability to use IT packages including Excel, Word, Access and PowerPoint		E
Able to travel and work in China for extended periods of time		E

General Terms and Conditions of Employment

- This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 6, spine point 1 - £26,341 pa. This is subject to meeting all pre-employment clearances and requirements of the Person Specification.
- All new employees undergo a period of six months' probation and confirmation of employment is dependent on the satisfactory completion of that probationary period.
- The nature of this post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner. You will be required to work such hours as are reasonably required to discharge your duties effectively and competently. The exact number of hours in any week will vary in accordance with institutional requirements, but will not be less than 35 hours a week.
- The University holiday year runs from January to December. The post carries an entitlement to 25 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.
- It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pensions and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme. The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by the RAU are:

AVIVA CATEGORY X - all eligible RAU employees (except teachers) are automatically enrolled

- 5% (minimum) contribution by employee and
- 3% contribution by RAU

AVIVA CATEGORY Y1 - RAU Group Pension Scheme (defined contribution) - employees are able to upgrade to this scheme before their 6 month probation.

- 6.5% (minimum) contribution by employee and
- 6.5% contribution by RAU
- life assurance is an additional benefit (two times annual salary)

TEACHERS' PENSION (for teaching staff)

- employee contribution according to salary scale – between 7.4% and 11.7%
- 23.68% contribution by RAU
- life assurance is an additional benefit (three times annual salary)

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, onsite gym, discounted catering facilities, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities. Further details of the full range of staff benefits available can be found on our [website](#).

Application Procedure

If you are interested in applying for this role, please send:

- A University [Professional Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – Please attach your up to date CV to add additional information
- A covering letter explaining your interest and motivation for applying, along with how your experience and qualifications suit you for the role

- Details for two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role.
- **Closing date:** 27th October 2021, with **Interviews on:** 4th November 2021
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).