



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

International Officer | Person Specification & Role Responsibilities

Key Competencies and Skills

Essential	Desirable
Project coordination skills	Knowledge of the Scottish University and research sector
Delivering activity in collaboration	Second language
Awareness and interest in international issues	
Excellent planning and organisation skills	
Excellent influencing skills	
Stakeholder management and engagement	
Diplomacy skills	
Excellent communication skills including written, listening and verbal	
Strong commitment to equality, diversity, and human rights	

Role responsibilities

To support and deliver research and innovation-led collaboration activities (symposiums, roundtable meetings) in line with the international programme business plan and objectives

- Co-ordinate arrangements for international activities and ensure that they are delivered on time and to a high standard
- Coordinate the RSE's participation in joint workshops, projects, delegation visits and other events with overseas and UK partners are delivered to a high standard
- Work closely and directly with FRSE activity leads and engage with relevant stakeholders on delivery actions
- Provide briefing and information packs where relevant for RSE participants involved in activities
- Provide activity progress updates to the line manager

To coordinate closely with other RSE teams to ensure delivery of activity

- Work closely and directly with relevant RSE colleagues across teams on delivery actions such as Public Engagement, Policy, Awards, Communications and Business Support
- Develop and agree on relevant international activity-specific publicity with the RSE Communications team

To develop and support implementation plans for relevant international projects

- Produce and agree to a project delivery plan for individual activities/ projects with the line manager
- Lead on relevant scoping and coordination aspects for each project
- Ensure any project costs are delivered in line with the agreed budget

To support the ongoing maintenance of international relationships with partners and networks

- Support and understand the existing relationships with academies and learned societies across the world and how these are / should operate in practice
- Support towards building and fostering links and strategic partnerships with these academies and learned societies across the world, both priority and non-priority countries
- Support relationships with other relevant partner organisations
- Support towards RSE participation at Connected Scotland partners activity
- Harness the knowledge and international networks of RSE Fellows both in Scotland and overseas, engaging closely with the Fellowship Team on this
- Maintain and coordinate contact with relevant member networks such as the All European Academies (ALLEA)
- Respond to any partner requests for input, working groups and record on the CRM system
- Coordinate RSE representation at the annual ALLEA General Assembly meeting

To provide secretariat support for the International Committee and Africa Working Group

- Arrange annual meetings, prepare papers, contribute and minute of meetings
- Produce a minute/action note following the meeting and assist with relevant actions
- Maintain up-to-date records and skills matrix of current members and correspondence of departing/ new members
- Maintain regular contact with Vice President (International) and ensure he/ she remains sighted on updates and actions
- Assist with relevant scoping or horizon scanning exercises as agreed with the International Relations and Awards Manager

- Coordinate 2 to 3 international responses (Fellow-led) to relevant UK Government and/ or Scottish Government inquiries

To undertake the capture of impact information and evaluation of international activities

- Capture relevant impact information for each activity as outlined by the international programme evaluation plan
- Ensure relevant information is collected and draft impact stories saved to the RSE system and CRM
- Support drafting of relevant international activity impact stories for the RSE's annual impact report

To co-ordinate the RSE's response to academic-related International Human Rights case alerts

- Point of contact between the RSE and the UK Human Rights Committee (UKHRC)
- Liaise with RSE representatives on the UK Human Rights Committee about the RSE response to each case from the UKHRC or the International Human Rights Network (IHRN)
- Feedback the RSE response on cases to the UK Human Rights Committee
- Record each case and the RSE response on the CRM
- Provide secretariat support as required by the RSE

Maintain the international section of the RSE website and CRM records

- Update and draft activity news bites for the international section of the RSE website
- Ensure content on the international section of the RSE website is kept up-to-date
- Maintain and ensure all relevant relations, activity and partner information is kept up-to-date on the CRM
- Provide relevant international update contributions as required to RSE publications and reports as agreed with the International Relations and Awards Manager

Corporate Expectations

- Apply RSE's key behaviours and skills (See "Our Expectations" enclosed below).
- Adhere to the RSE vision, mission, and values
- Ensure all processes comply with data protection legislation and are in accordance with RSE record management policy and processes

- Observe all health and safety requirements
- Work within and promote policies in relation to the RSE Diversity Policy
- To undertake any training as required by the job description, in line with the business needs or required by your team leader
- To undertake other reasonable tasks as required by RSE

KEY BEHAVIOURS AND SKILLS

OUR EXPECTATIONS

These are the key behaviours and skills we expect of our staff. They are not an exhaustive list of all that is needed to efficiently and effectively do your job, but they are the key ingredients that will enable you to do so and which will help us be a successful organisation.

