



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

International Officer | Job Description

Job purpose

- To generate and maintain relationships with international partners (national academies and networks) to create collaboration for the purposes of promoting Scotland's research and innovation in an international context.

Key responsibilities

- Ensure continued international relationships with partners and networks by effective nurturing and networking
- Work closely with the International Relations/ Research Awards Manager and the RSE Vice President – International to support and deliver research and innovation-led collaboration activities in line with the RSE programme annual business plan
- Develop and support implementation plans for relevant international projects such as workshops, roundtable meetings, related events, and new partnerships
- Work closely with other RSE teams to ensure the coordinated delivery of international activity
- Provide secretariat support for the International Committee and Africa Working Group
- Organise the RSE's response to academic-related International Human Rights case alerts and related international responses to UK Government and/ or Scottish Government inquiries
- Assess and evaluate the impact information of international activities
- Work closely with the Communications team to ensure promotion of activities in an international context, ensuring that the RSE website is up to date
- Responsible for ensuring the International CRM records are kept up to date
- Able to commit to occasional travel within the UK and internationally

Skills required

- Degree in any discipline with no less than 2 years' experience of working in a similar environment such as the RSE or in an international context
- Understanding of and participation in project team working
- Experience of developing and delivering activities in an international project context
- An interest and awareness of international issues including political and cultural sensitivities with a strong commitment to equality, diversity, and human rights
- Knowledge of the Scottish University and research sector
- A second language while not essential would be advantageous