

Role Profile

Ref no 17/08/205

Job Title	Head of English		
Location / Directorate	Dhaka, Bangladesh	Department	Education
Reports to	Director Education & English	Pay Band	7
Duration of job	Indefinite		

PURPOSE OF JOB

The key purpose of this role will be to work with lead in the delivery of the English Portfolio across Bangladesh.

The post holder will work with the Director Education and English, Bangladesh, Regional Director of Education, regional and global teams to manage the delivery of the English portfolio at a country level, contributing to objectives and performance of the Country Plan as well as the regional strategy for English

CONTEXT AND ENVIRONMENT

The British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

Country Operation

Our work in Education and English stands with the Society and Arts as fundamental to the British Council's mission in Bangladesh.

The core purpose of the British Council's work with Education is to improve learning outcomes, mainly through Educational reform and professional development of teachers at both Primary and Secondary level

The Ministry of Education has announced plans for a major Secondary Education Development Programme (SEDP) to run over 5 years from 2018. There will be many strands of activity with a focus on Quality. There are 3 components where British Council will likely play a role: **Teacher capacity development, English Curriculum review and revision** and **English Assessment review and revision**. The English team already have extensive research and well developed plans for English assessment. SEDP is likely to be a major focus for the whole Education team. Depending on the scope of the programme there will likely be additional project specific staff recruited as well. In parallel we are also in discussions with MoPME about potential large scale English training programmes for Primary teachers which would also fall under this role.

Our flagship project is English and Digital for Girls' Education (EDGE) programme which empowers girls in rural communities through access and understanding of technology, English language training, 21st century skills and awareness of social issues. This is achieved through peer-led after school community based clubs which are facilitated by 'peer group Leaders' trained by the British Council. This project has been running since 2012 and in 2015 was extended to India and Nepal. There is potential with this

project for significant funding opportunities as well as expansion into other countries either in South Asia or Sub-Saharan Africa.

The English team have been developing the British Council's position in Bangladesh around Policy, Insight and Innovation. This has been achieved through commissioning targeted research which supports the priorities of the Ministry of Education. In the previous 3 years this has mainly focused on assessment of speaking and listening in English as this supports the MoE's aim to have students leave school with communicative abilities in the four skills.

With the recent internal merger of English and Education at a global level we are in the process of reshaping the current Schools, English, Higher education and Skills departments into a single Education department. The Head of English will be expected to work closely with Head Schools and Head Education & Skills in bringing together these strands of work into a coherent Education programme continuing the larger 'business as usual' programmes, working on SEDP in a coherent way and seeking new opportunities for English and Education.

ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES

Accountabilities

The role will have overall responsibility for the successful delivery of contracts and projects, through good practice in initiation and implementation of projects, as well as have accountability along with the Director of Education and English in business pursuit in emerging opportunities within the English portfolio.

The main accountabilities of this role within the English portfolio are

Strategic planning

- Contribute to the development of the strategies and plans which ensure the English portfolio in Bangladesh and region maximises opportunities to generate value for the UK and achieve corporate objectives.
- Shape the portfolio of work for the country, supporting audience led working and supporting pursuit and delivery of contract opportunities within the scope of English
- Facilitate the sharing of good practice across existing contracts & programmes and alignment of this work with regional and global priorities.

Leadership & management

- Be accountable for the English portfolio targets and objectives
- Responsible for the effective management of any directly reporting staff, coaching and supporting any individuals and teams involved in delivering outcomes
- Resource management for business opportunities, including delivery, across contracts, partnerships and paid services
- Role model the British Council's behaviours and values to ensure a climate is created which coaches, motivates and supports staff to achieve what is required.

Business and commercial management

- Work with Director Education and English in strategic account management of in-country client relationships and partnerships, including key UK partners for the country, including building relations with key development contract clients and partners
- Identify and build collaborative partnerships with bid partners, sub-contractors and delivery partners for designated activity
- Achieve annual and 2020 commercial targets and be accountable for the delivery of the targets.
- Drive pursuit of new opportunities across the funding mechanisms and coordinate pursuit of

activities with other Strategic Business Units (SBUs)

- Be commercial lead for all new business opportunities
- Own the approval process and pipeline for the country, managing all internal reporting to the contract approvals Board including the completion of contract approval documentation for designated activity
- Responsible for ensuring current business delivery models are fit-for-purpose and building sustainable models and processes for future sustainability as appropriate, in alignment with regional and corporate strategies

Quality assurance

Quality assurance and technical monitoring and evaluation of the delivery of the portfolio to ensure that all impacts are appropriately documented

Resource management

- Ensure standard operating procedures for the implementation of projects based on centre of excellence best practice.
- Develop increased capability in country to pursue, design, deliver and evaluate programmes, including identification & management of associate, adviser, consultant & team leader networks
- Client, partner, consultancy relationship management

Risk management & corporate compliance

- Monitor and report on compliance with corporate policies and procedures, (e.g. HR, Finance, Legal, Security, EDI etc.), intervening, where required, to ensure effective management of risk.
- Management of financial (End of Month process) and non-financial (ERMF) regional programme risks and assurance of effective programme risk management procedures in the region.

Key performance Criteria

- Achievement of milestones
- Delivery of specified results.
- Quality of partner relationships

Key relationships

External

- Ministry of Education officials
- NSDC
- UGC
- A2I
- NGO
- British High Commission and related agencies

Internal

- Regional Director Education
- Regional Director English
- Country Directorate
- Programmes Team
- Marketing and Communications Team

Other important features or requirements of the job

- The post holder will understand and make decisions which are affected by our Equality Diversity

<p>and Inclusion policy. Additionally s/he will exploit the opportunities brought by diversity and build them into all planning.</p> <ul style="list-style-type: none"> - The post holder will understand the importance of child protection and ensure that policies and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policies. - The post holder will need to be flexible in terms of occasional in country and/or international travel and weekend and evening work in order to meet business objectives 	
Passport/visa and/or nationality requirement.	Bangladeshi passport holder or legally entitled to work in Bangladesh
Security or legal checks required for this role.	Comprehensive background check

Person Specification

	Essential	Desirable	Assessment stage
<p>Behaviours</p> <p><i>See <u>The Behaviours Dictionary</u> for details</i></p>	<p>Behaviours assessed during interview stage of recruitment process</p> <p>Connecting with Others – <i>More demanding</i> Actively appreciating the needs and concerns of myself and others</p> <p>Being Accountable – <i>Most demanding</i> Putting the needs of the team or British Council ahead of my own</p> <p>Making it Happen – <i>More demanding</i> Challenging myself and others to deliver and measure better results</p> <p>Creating a Shared Purpose– <i>More demanding</i> Creating energy and clarity so that people want to work purposefully together</p>		<p>The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.</p> <p>Behaviours to be assessed during the interview stage of recruitment are mentioned.</p>
<p>Skills and Knowledge</p> <p><i>See <u>The Core Skills Dictionary</u> for details</i></p>	<p>Excellent English language skills (e.g. IELTS level 7)</p> <p>In-depth knowledge of Bangladesh education sector.</p> <p>Core Skills (Please see Core Skills Document for details)</p> <p>Managing projects (Level 4) As above for medium-to-large and/or high risk projects, coordinates a diverse team with awareness of equality and diversity impact as part of the project specifications and handles changes in specification or plan to meet unexpected circumstances</p>		<p>Short listing and Interview</p>

	<p>Communicating & influencing (Level 3) Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p> <p>Financial and Resource Management (Level3) Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning</p> <p>Developing business (Level 2) Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives</p> <p>Account and Partnership Development (Level 4) Develops and leads on the delivery of account management and development plans across a range of stakeholders/customers/partners to deliver medium term business and/or reputational gains for both parties</p>		
Experience	At least five years' experience of working in programmes management in education sector including two years' experience in a similar role.		Short listing and Interview
Qualifications	A good bachelor's degree in a relevant subject area		Shortlisting

Submitted by	Andrew Newton	Date	Aug 2017
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"The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989"

"The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria"