



GENERAL SECRETARY

EUROPEAN SCHOOL OF LAW- TOULOUSE

Category A civil service job or fixed-term public law contract

Open to civil servants or contractual staff (until 31 August 2024, renewable under certain conditions)

Salary: commensurate with experience and qualifications

Starting date: 16/10/2023

Toulouse Capitole University is recruiting a General Secretary to lead and manage the European School of Law – Toulouse administrative team.

PRESENTATION OF THE UNIVERSITY

Toulouse Capitole University has a long history that can be traced back to the Middle Ages and has recently embarked on a new journey as it became an 'experimental public institution' on 1 January 2023.

To date, this new institution brings together five schools, the Faculty of Law and Political Science, the Toulouse School of Management, the Faculty of Administration and Communication, the Faculty of Computer Science, the 'IUT' of Rodez, as well as two associate schools, the Toulouse School of Economics and Sciences-Po Toulouse.

It welcomes about 20,000 students each year, and hosts 700 lecturers and 600 administrative staff who all contribute to its reputation.

Toulouse Capitole University's ambition is to enhance its attractiveness by pursuing the development of high-quality teaching and research programs through the building of strong local and international partnerships, and through innovation in teaching and research.

PRESENTATION OF THE SERVICE

The European Law School - Toulouse was created in 2014 and belongs to the Faculty of Law and Political Science. It plays a major role in the development of Toulouse Capitole University's international policy. Its main goal is to train 'European lawyers' and, to this end, the ESL is developing French law/foreign law bachelor's dual degrees as well as double degrees with foreign universities at undergraduate and postgraduate levels. It also offers university diplomas and postgraduate programs in Law taught through English.

MISSIONS

The General Secretary is in charge of the administration and development of the School, in alignment with the strategic objectives outlined by its Board and its Steering Committee (COS). He/She works closely with the Director of the School and the Deputy Director and supervises a team

of 4 people, as well as short-term staff when required. It creates and leads an effective liaison with program coordinators, the Faculty of Law and Political Science, the International Office, The Department of Languages and Cultures, as well as other services of the University.

In a French and international higher education context that is evolving rapidly, his/her role is also to anticipate and lead necessary changes while ensuring the effectiveness and continuous improvement of the service.

MAIN ACTIVITIES

1. Provide leadership:

- Serve as a strategic thought partner to the School's Director and Associate Director
- Manage the implementation of the School's strategic objectives
- Stimulate and proactively lead the team to ensure a clear single vision towards clear objectives
- Monitor the School's training courses and activities
- Manage allocated budget and ensure budget monitoring
- Monitor cooperation agreements, negotiate new agreements and the renewal of past agreements

2. Develop the School:

- Strengthen the School's programs, while ensuring that the overall course offer is coherent
- Set performance indicators and ensure continuous performance in order to improve student follow-up and the quality of teaching
- Assist program coordinators in the development of new programs
- Liaise with professional networks to enhance students' employability
- Participate in the preparation and negotiation of projects, particularly European projects
- Ensure timely communication with relevant internal and external stakeholders in order to raise the School's profile
- Support the institutional projects of the University and the Faculty

3. Coordinate the School's events, scientific activities and publications

SKILLS AND KNOWLEDGE

1. Knowledge:

- Fluency in English. Use of English required on a daily basis to communicate verbally and in writing on matters that are specialist, legal and/or regulatory in nature; fluent in French for internal communication purposes
- Organization of higher education and research
- Knowledge of the different types of European and international cooperation models
- Knowledge of law programs taught at Toulouse Capitole University
- Knowledge of financial matters, both budgetary and in terms of developing the School's own resources

2. "Operational skills":

- Team management
- Internal communication with admin team, program coordinators and students
- Drafting of reports and documents in English and French

- Conducting of negotiations, including welcoming foreign delegations
- Advanced user of MS Office and an aptitude to learn other IT tools and systems (applications specific to the university, such as KSup, ADE, Apogée, Parcoursup ...)

3. Behavioural skills:

- Ability to listen and engage in dialogue.
- Ability to prioritize, anticipate and organize own and other's tasks.
- Ability to select, convey, explain and interpret information
- Dynamism and responsiveness to new projects or tasks
- Ability to identify and implement opportunities for growth or process improvement
- Pro-active approach
- Ability to navigate through cultures and stakeholders' expectations

Prior experience in higher education, preferably with the international relations office of a university in France or abroad, would be an asset.

HIGHLIGHTS

- Contributing to developing innovative teaching and research programs
- Working as part of a committed and supportive team for the benefit of students in an international environment.
- Professional development opportunities
- Collective catering
- Discount on public transport annual ticket

FAVOURABLE WORKING CONDITIONS

- 41 days of annual leave + 15 days of 'RTT' (for a 12-month, full-time contract)
- Working time account
- Possibility to work remotely (under conditions)
- Ideal location: city centre with access to car park or public transport
- On-campus sports activities for staff

APPLICATION

Applications (**covering letter and curriculum vitae**) should be sent by e-mail before 04/10/2023 to the Human Resources Department, at the following address: utcapitolerecrute@ut-capitole.fr with copy to the Director of the European School of Law (zoe.jacquemin@ut-capitole.fr), indicating the **job title in the subject line**.

Interview date: **12/10/2023**

Information



Zoé JACQUEMIN, Directrice de l'Ecole Européenne de Droit

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