

Job Description and Person Specification

Last updated: August 2022

JOB DESCRIPTION

Post title:	International Partnerships Manager		
Standard Occupation Code: (UKVI SOC CODE)	TBC 242X – Depends on Specialist Area and Key Accountabilities		
School/Department:	International Office, Global Recruitment & Admissions		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Regional Head		
Posts responsible for:	N/A		
Post base:	Office-based with significant overseas travel		

Job purpose
<p>This role is a key member of the University’s International Office, being responsible for the initiation, development and management of international partnerships within a specified region of the world. The roleholder will use their specialist knowledge of a particular region, such as its political, educational and economic landscape to contribute towards determining the university’s activities there and seeking out mutually valuable partnership opportunities.</p> <p>The roleholder will represent the University internationally, raising its international brand and profile and contributing to the achievement of the University’s ambitious targets as part of its University Strategy and International Strategic Plan.</p>

Key accountabilities/primary responsibilities	% Time
<p>1. Act as the specialist for a given country or region, building up a repository of expert cultural sensitivity and knowledge, as well as market intelligence to inform the international office and broader University’s strategy and approach to given countries and/or region.</p> <p>Provide objective and specialist advice and information through monitoring and evaluating national and sector developments in the given countries or region. This will include identifying relevant funding, partnership and policy developments and disseminating to appropriate colleagues and groups in the University.</p> <p>Provide regular analysis and reports on input, outcomes and on-going progress in partnerships in the given region including assessing trends, opportunities and threats in the markets and to propose appropriate responses.</p>	25 %

Key accountabilities/primary responsibilities	% Time
<p>2. Develop appropriate University partnerships for the designated countries. This will involve devising strategies for each market, bidding for budget and planning and executing implementation within the assigned budget. This requires ability to exercise initiative, work independently using sound judgement and innovative thinking. This may include the development and delivery of major strategic international partnerships and programmes, and will involve significant travel in the given region.</p> <p>Ensure new partnerships meet appropriate institutional strategic, reputational and financial aims.</p>	20%
<p>3. Maintain and develop existing partnerships, ensuring that agreements and memoranda are live and updated accordingly, and ensuring the delivery on every side of a partnership of agreed obligations. Identify possibilities to broaden and deepen existing partnerships, evaluate and review. To draft reports and deliver briefings and presentations, as required. Carry out detailed assessment and analysis of risks, issues and problems, using specialist knowledge to identify and recommend appropriate solutions. Where necessary, take appropriate action where partnerships are not delivering agreed benefits (on either side) including through closing and terminating such agreements.</p>	20%
<p>4. To oversee high-profile academic, impact and policy events, and incoming and outgoing delegations linked to the implementation of the international strategic plan, providing in-depth briefings and enabling opportunities to be realised through an appropriate level of follow-up.</p>	10%
<p>5. Work closely with colleagues in the regional team and other regions to ensure areas of synergy are identified, and processes and systems work well across the department.</p>	10 %
<p>6. To attend internal and external meetings to ensure that the team and University is appropriately represented and to contribute towards the overall reputation of the institution.</p>	5 %
<p>7. Contribute, as a member of the Global Recruitment & Admissions department, towards broader initiatives to ensure and implement an excellent applicant and student experience. Participate in cross-functional activities such as international student registration, open days and student recruitment events, confirmation and clearing</p>	5 %
<p>8. Any other duties as allocated by the line manager following consultation with the post holder.</p>	5 %

Internal and external relationships
<p>Other members of the International Office and Global Recruitment & Admissions team.</p> <p>External partners, membership organisations and institutions, including senior academic colleagues, ministers and diplomats, the British Council, etc.</p> <p>International agents and representatives</p> <p>Vice-Presidents International and Education</p> <p>Research & Innovation Services</p> <p>Legal Services</p>

Special Requirements
<p>Extensive international travel (usually around 12 weeks per year) requiring long hours of work whilst maintaining a professional approach at all times.</p> <p>The ability to work independently for long periods whilst remaining a fully contributing member of the team, including with staff/colleagues located across different time zones.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.</p> <p>Able to apply an awareness of principles and trends in international research and education and an awareness of how this affects activities in the University.</p> <p>A broad knowledge of international higher education and internationalisation.</p>	<p>Membership of relevant professional body such as BUILA, BUTEX etc</p> <p>Experience of developing multi-faceted partnerships with a range of education and governmental organisations globally.</p>	
Planning and organising	<p>Able to translate strategy into opportunities and delivery plans to progress a broad range of activities within professional guidelines and in support of University policy in specified countries and regions.</p>	<p>Experience of successful project management.</p>	
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p> <p>Able to use specialist knowledge of a given country or region to identify solutions in a different geographical, economical or political context to that of the University.</p>		
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to formulate development plans for own staff to meet required skills.</p>		
Communicating and influencing	<p>Able to negotiate on behalf of a major organisation with credibility and persuasiveness.</p> <p>Able to provide accurate and timely specialist guidance on complex issues.</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation with internal and external stakeholders.</p> <p>Experience of building and maintaining effective institutional relationships.</p>		

Other skills and behaviours	<p>Experience of working with colleagues from other cultures with high levels of intercultural sensitivity.</p> <p>A high level of diplomacy, tact and confidentiality.</p>		
Special requirements	<p>A willingness and ability to travel extensively in different regions of the world.</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			