

JOB DESCRIPTION

Job Title: International Partnership Development Manager

Accountable to: Director of International Relations Unit

Contract Length: FT

Hours per week/FTE: 35

Weeks per year: 52

Salary: £ 44708 - £53865

Grade: 6

College/Service: International Relations Unit

Location: High Holborn

Purpose of Role:

The postholder will provide overall leadership, management and coordination of the development process for collaborative provision and other international partnerships including articulation agreements, franchise arrangements and joint/dual award developments, fulfilling a key liaison role between Colleges and University departments (Marketing and Student Recruitment, Legal, Finance, and Assessment and Quality).

S/he will be the source of expertise on models of collaborative provision and TNE, develop and manage the processes and lead on the contract development and management and business systems to underpin and support the activity.

The postholder will manage the central Mobility team responsible for the coordination of Erasmus + funded, and other student and staff mobility across the Colleges. S/he will support the Director of the International Relations Unit in managing the network of collaboration and communication between Colleges and other University departments,

Duties and responsibilities

- To support Colleges in the development of sustainable international partnerships in line with the University's International Strategy and College implementation plans.
- To provide leadership and expertise on models of international collaborative partnerships and TNE.
- Working with the University Planning and Finance teams, develop protocols, costing and pricing policies for international partnerships for collaborative provision.
- Be responsible for briefings and staff development on the UAL International Partnerships Handbook, providing advice and guidance on the development, management and review of different levels of partnerships.
- Support and advise College on the partnership development process, leading on the contract development and ongoing management in conjunction with the College teams.
- Ensure that international partnership activity at all levels is managed with reference to appropriate due diligence and risk management requirements through ongoing close working relationships with the Assessment and Quality, Finance and Legal departments.
- Work closely with Assessment and Quality teams to ensure adherence to quality assurance requirements and to other statutory and regulatory requirements for international collaborative provision.
- Provide regular reports to the International Partnerships and Collaborative Committee and the University Executive on current and planned and targeted international partnerships.
- Line manage the central Mobility team, having oversight of the coordination of the network of exchange agreements and the management of the Erasmus + contract.

- Support and manage an efficient and structured network of collaboration and communication between Colleges and other UAL departments.
- Provide internal briefings to UAL staff on International relations and partnerships including preparation of reports, papers and policies.
- Work with central and College marketing, communication and recruitment teams, sharing research and intelligence of international activity to ensure alignment and coordination as well as the effective distribution of information.
- Develop and manage a database of all international partnership activity.
- Develop and manage the process for dealing with requests from international institutions for partnerships with UAL, and requests for visits.
- Participate in UAL overseas delegation visits as appropriate.
- Working closely and effectively with Colleges and central departments, identify relevant market research to inform strategy including:
 - Market trends for course and subject promotion in overseas markets
 - Opportunities for development of Partnerships, Mobility, Enterprise, Research and commercial activity.
 - Funding opportunities from EU and other foreign governments, public and private organisations
 - International activity, development and policy changes within the sector.

Further

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director International Relations Unit, College Directors of International, Head of Legal, Associate Director Marketing and Student Recruitment, Head of Assessment and Quality, Director of Planning.

Specific Management Responsibilities

Budgets: None

Staff: International Partnerships Officer, International Exchange Coordinator

Job Title: International Partnership Development Manager Grade:6

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • An undergraduate degree (E); and a relevant postgraduate degree (for example, but not limited to: International Relations or Education, Education Management/Policy) and/or a project management qualification. (Highly D); • Significant knowledge of issues relating to internationalisation, higher education development, organisation, policy and management both within the UK and internationally (E); • Knowledge and experience at a senior level of institutional engagement in Transnational Education (TNE) including the planning and development of articulation arrangements, franchise operations, joint and/or dual award developments (E);
Relevant Experience	<ul style="list-style-type: none"> • Specific knowledge and experience of the recognition, implementation and monitoring of strategic, financial, HR, legal and regulatory aspects to collaborative provision or TNE (E); • Experience of leading and supporting international projects (Collaborative provision/TNE) and the development of processes and protocols associated with the above aspects (E); • Experience in financial planning, costing and contract negotiation at a senior level (E); • Experience of successful implementation of strategic plans in higher education environment (E); • Experience of leading and supporting projects within a complex, devolved, organisational structure and effective working with cross departmental teams. (E); • Experience of developing Joint Masters within the Erasmus Mundus framework (D):
Communication Skills	Outstanding and demonstrable interpersonal and

	communication skills, including high levels of diplomacy (E); Excellent written, oral, presentational skills, including the ability to present analyses of complex issues and competing drivers and potential solutions. (E); Excellent networking and relationship building skills (E);
Leadership and Management	Line management experience (E): The ability to provide strategic advice and guidance to colleagues and teams in a specific area of expertise (E); The ability to support, guide and motivate cross departmental teams within a complex organisational structure (E);
Research, Teaching and Learning	n/a
	n/a
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism (D)
Planning and managing resources	Excellent organisational skills (E); Financial and costing capability (E); Plans, prioritises and manages resources highly effectively to achieve long term objectives (E).
Teamwork	Experience of building effective teams, networks or communities of practice, fostering constructive cross team collaboration (E).
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience (E).
Creativity, Innovation and Problem Solving	Excellent research and analytical skills (E); The ability to identify complex issues and to propose solutions within a complex structure, proposing individual and team actions to solve problems. (E);

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

