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**Job Description**

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| **Job title:** | **International Partnerships Manager** |
| **Department/School:** | **International Relations Office (IRO)** |
| **Grade:** | **7** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To support the Pro-Vice-Chancellor (Education & Global) in the delivery, logistics and documentation of academic and non-academic partnership and the related communication and coordination.  To lead and manage a range of project work to support the development and maintenance of international partnerships and support the implementation of the University International Strategy.  The role will support the Director of International Relations in the delivery, logistics and documentation of academic and non-academic partnerships and the related communication and coordination. Working as part of the Partnerships Team and exercise operational oversight of International Research Partnership activities (including projects, events, internal / external funding, and partnership management).  The role will be expected to represent the International Partnerships team externally and deputise for the Director of International Relations at internal or external events, as required. The successful postholder will play a senior role in the International Relations Office providing advice, expertise, information, good practice and effective delivery and coordination of the University of Bath’s internationalisation activities. They will be expected to provide strategic advice and high-quality intelligence in relation to internationalisation to the Associate Deans (Internationalisation).  The International Relations Office (IRO) is overseen by the Pro-Vice-Chancellor (Education & Global).  Further information about the IRO is available at: <https://www.bath.ac.uk/professional-services/international-relations-office-iro/> |

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| **Source and nature of management provided** |
| Line managed by the Director of International Relations. |

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| **Staff management responsibility** |
| Line Management of the International Partnerships Officer or casual staff as required. |

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| **Special conditions** |
| The ability and willingness to work and travel overseas including some weekends and unsociable hours. Time off in lieu will be given. |

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| **Main duties and responsibilities** | |
| **1** | To support the Director of International Relations and Pro-Vice-Chancellor (Education & Global) in all dimensions of partnership activity, undertaking specific projects and pieces of work as delegated. |
| **2** | To continually develop and improve high-quality internal and external information for the benefit of university end-users and end-users among the University’s international partners. To include the development of a range of marketing and other materials in liaison with the Director of International Relations and the Director of Marketing and Communications. |
| **3** | To maintain a network of contacts and post-holders in partner offices and functions worldwide and identify any opportunities and risks for the University in terms of international partnerships. |
| **4** | To liaise with partner organisations in different countries and to identify and build opportunities for partnership activity, including research partnerships. |
| **5** | To oversee a complex programme of high-profile incoming and outgoing visits linked to the development and maintenance of international strategic partnerships. |
| **6** | To draft partnerships implementation plans and provide coordination to the implementation of activities agreed within those plans. |
| **7** | To monitor and review the performance and value of international partnerships. To produce analysis of the University’s performance against international benchmarks or of potential international partners and produce and coordinate briefings for University senior management. |
| **8** | To complete thorough due diligence and risk assessment on new partnerships, liaising with the Trusted Research Manager and Research and Innovation Services, as appropriate. |
| **9** | To work collaboratively with other members of the Partnerships team and manage staff located in that team, as required. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| A first degree or equivalent experience in a related field. | X |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience of working in Higher Education in an administrative or management (or academic-related) role, preferably with international recruitment or partnership experience in the UK sector or internationally. | X |  |
| Good knowledge of issues relating to the international performance of Higher Education Institutions. | X |  |
| Related experience overseas in the education, policy or business sectors and related knowledge of culture and practice. | X |  |
| Detailed knowledge of international qualifications frameworks. | X |  |
| Experience of related functions overseas | X |  |
| Experience collating and analysing qualitative and quantitative forms of information and data. | X |  |
| Experience drafting reports, briefing materials and presentations for a range of audiences including senior management. | X |  |
| Experience of working closely with senior management, ideally in an HE environment. |  | X |
| Experience of Project Management within a complex HE environment | X |  |

| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
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| Proficiency in one or more foreign languages (Highly desirable) |  | X |
| Excellent written and oral communication skills including report writing. The ability to convey complex issues concisely and clearly and draft high-quality position papers including when under pressure. | X |  |
| Excellent organisational and events management skills – able to plan and organise highly complex programmes of events and activities reliably and successfully. | X |  |
| Excellent analytical skills – able to analyse data and information both quantitatively and qualitatively and to draw valid and appropriate conclusions. | X |  |
| Information management skills – able to identify, access, interrogate and store information and data effectively to deliver information requirements. | X |  |
| Communications management skills – able to produce high quality communications and marketing documents | X |  |
| Ability to supervise staff positively and effectively to maximise their performance and development | X |  |
| Ability to lead teams effectively | X |  |
| Ability to manage budgets | X |  |
| Ability to cope with and willingness to travel extensively | X |  |
| Highly developed capacity to work as a team member across broad networks. | X |  |
| Capacity to work flexibly under conditions of financial restraint. | X |  |
| Support for the academic mission of the University. | X |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |