



Job Description

Job title:	International Partnerships Manager
Department/School:	International Relations Office (IRO)
Grade:	7
Location:	International Relations Office

Job purpose

To support the Director of International Partnerships and Head of IRO 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.

Source and nature of management provided

Line managed by the Director of International Partnerships and Head of IRO.

Staff management responsibility

Line manages the IRO Administrator and supervises their work in respect of International Partnerships.

Career and Professional Development Activities

From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.

Special conditions

From time to time the post-holder will be required to work overseas.

Main duties and responsibilities

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| 1 | To support the Head of the IRO in all dimensions of partnership activity, undertaking specific projects and pieces of work as delegated. |
| 2 | To devise and continually 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 Partnerships and Head of IRO and the Director of Marketing and Communications.
3	To develop and 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.
5	To organise high-profile incoming and outgoing visits linked to the development and maintenance of international partnership.
6	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.
7	To line manage the (IRO) Administrator, motivating and developing them to ensure their optimum performance to meet the University's objectives. To supervise the IRO Administrator for their duties in relation to international partnership.
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.	

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications and Training: A first degree or equivalent in a related subject.	X		X		
Knowledge and Experience:					
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		X	X	X
Good knowledge of issues relating to the international performance of Higher Education Institutions.	X		X	X	X
Related experience overseas in the education, policy or business sectors and related knowledge of culture and practice.	X		X	X	X
Detailed knowledge of international qualifications frameworks.	X		X	X	X
Experience of related functions overseas	X		X	X	X
Experience collating and analysing qualitative and quantitative forms of information and data.	X		X	X	X
Experience drafting reports, briefing materials and presentations for a range of audiences including senior management.	X		X	X	X
Experience of working closely with senior management, ideally in an HE environment		X	X	X	X
Skills:					
Proficiency in one or more foreign languages (Highly desirable)		X	X	X	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		X	X	X
Excellent organisational and events	X		X	X	X

management skills – able to plan and organise highly complex events reliably and successfully.	X		X	X	X
Excellent analytical skills – able to analyse data and information both quantitatively and qualitatively and to draw valid and appropriate conclusions.	X		X	X	X
Information management skills – able to identify, access, interrogate and store information and data effectively to deliver information requirements.	X		X	X	X
Communications management skills – able to produce high quality communications and marketing documents	X		X	X	X
Ability to manage a member of staff positively and effectively including through people management issues using all HR policies and procedures e.g. capability, sickness, disciplinary, organisational change etc.	X		X	X	X
Attributes:					
Ability to cope with and willingness to travel extensively	X		X	X	X
Highly developed capacity to work as a team member across broad networks.	X		X	X	X
Capacity to work flexibly under conditions of financial restraint.	X		X	X	X
Support for the academic mission of the University.	X		X	X	X

Code: A/F – Application form, I/T – Interview/Test, R – References