

Job Description

Position:	Academic Partnership Manager – Predominantly UK Collaborative Provision
Division:	Off-Campus Division
Reference:	OCD-020A
Grade:	AC2/Grade 7
Status:	Fixed Term for 2 years
Hours:	Full-time
Responsible to:	Head, Off-Campus Division
Responsible for:	Managing the Academic Operations and Oversight for a range of collaborative provision partners.

Main Function of the Post:

- To manage the operations of a number of collaborative provision partnerships in the UK, and additional International partners – the collaborative programmes are across the range of business, education, health, engineering and arts based subjects.
- To be the main point of contact for senior managers at the partners.
- To ensure partner and University programme staff are trained in and compliant with the key academic, administrative and oversight processes as they relate to collaborative provision.
- To facilitate cross-programme enhancement of teaching, learning, achievement and retention in the context of a portfolio of collaborative provision partnerships.
- To represent the partnership on various University Committees, and Chair partnership meetings
- To ensure partners are informed and trained in new University and HE sector processes and procedures

Principal Duties and Responsibilities:

1. Liaising with the partner programme leaders, University link tutors and the Head of Division to develop a delivery schedule for new intakes at the partners.
2. Ensure that key programme and operational documentation for the programmes are reviewed and disseminated in a timely manner to partners and University Staff (e.g. Partnership Operational Manual, Programme Handbooks, Key Quality Documentation).
3. Work with colleagues in the off-campus division and academic schools to ensure partners are knowledgeable on and compliant with University processes and procedures.

4. Chair the University Partnership Development Meetings for Bolton programmes at the partners.
5. Contribute to the induction process for new students at the partnerships.
6. Introduce University programme link tutors to partner staff and maintain and facilitate communication between the partners and the academic schools.
7. Ensuring that students are admitted and enrolled in a timely and quality bound manner at the partnerships (working with admissions and other off-campus division staff).
8. Assisting colleagues in Standards and Enhancement and Off-campus quality to ensure partners are compliant with quality standards and enhancement.
9. Contribute to the development and implementation of University policies and procedures in the International and UK Off-Campus Collaborative Partnerships and programmes supporting the Off-Campus Division.
10. Participate and contribute to University/Off-Campus/Programme meetings/boards as appropriate to the role.
11. Co-ordinate student events, as required, ensuring effective use of time and resources.
12. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
13. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
14. To be flexible in the role and to undertake relevant academic and operational duties as assigned by senior management of the off-campus division and the Head of Division. This includes supporting wider University activity where appropriate, e.g. clearing etc.

Note: This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment is subject to Disclosure and Barring Clearance

Person Specification

Position:	Academic Partnership Manager	Reference:	OCD-020/A
School:	Off-Campus Division	Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Honours degree in a relevant subject area (Business, Management, Education related or other professional areas)	1	Application Form/ Documentation
1 b)	Membership/qualification of a relevant professional body	2	Application Form/ Documentation
1 c)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Application Form/ Documentation
1 d)	PhD/Professional Doctorate or within final year of submission, or equivalent level qualification or exceptional achievements in the professional field see note 4*	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Knowledge and experience of international and transnational education as well as knowledge of the issues and context within which UK Higher Education operates.	1	Application Form Interview
2 b)	Knowledge of the QAA Quality Code, especially Chapter B10 Managing Higher Education Provision With Others	1	Application Form Interview
2 c)	Awareness of the requirements of Health & Safety within the work environment	1	Application Form Interview
2 d)	Proven ability to work effectively in diverse cultural settings	1	Application Form Interview
2 e)	Knowledge of HE teaching, assessment and quality monitoring processes	1	Application Form Interview /Assessment
2 f)	Proven ability to work effectively independently and with others as a team member	1	Application Form Interview/ Assessment
2 g)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Application Form Interview/ Assessment

2 h)	Proficient in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application Form Interview
2 i)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	Application Form Interview
2 j)	Ability to identify stakeholder requirements, trends and changes in circumstances, respond quickly and adjust plans and activities accordingly	1	Application Form Interview/Assessment
2 k)	Excellent organisational and time management abilities, with the ability to manage multiple projects, initiatives and issues to tight deadlines	1	Application Form Interview
2 l)	Knowledge of the subject areas delivered in the partnerships (project management, procurement and supply chain management, public administration, general business and management)	1	Application Form Interview
2 m)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	1	Application Form Interview
3	Experience		
3 a)	Managing projects with diverse stakeholders	1	Application Form Interview/ Assessment
3 b)	Managing projects in an international higher education environment	2	Application Form Interview
3 c)	Experience in contributing and implementing quality assurance procedures	2	Application Form Interview
3 d)	Working with/providing a service to students and partners from varying backgrounds and cultures, often communicating highly complex and sensitive information	1	Application Form Interview
3 e)	Pro-actively building effective working relationships internally and externally at all levels	1	Application Form Interview
3 f)	Managing and co-ordinating tasks including expediting the work of peers in diverse 'virtual' teams	2	Application Form Interview
3 g)	Experience and/or ability to publish results of research	2	Application Form Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to work successfully in a small team in a dynamic and challenging environment	1	Interview

4 c)	Flexibility in the role, creative problem solving, solution driven	1	Interview
4 d)	Able to successfully lead and manage discrete projects	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	1	Interview
4 f)	Able to network effectively with local/national/international partners, employers and organisations	1	Interview
4 g)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form Interview
5 c)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Application Form Interview
5 d)	Awareness of the requirements of the UKVI	1	Application Form Interview
5 e)	Ability to work flexibly in order to meet the needs of the service (may include evenings, weekends, and working outside the standard academic calendar).	1	Application Form Interview
5 f)	Able to travel nationally and internationally to contribute to the delivery of programmes (including overseas campuses) in order to meet the requirements of the service	1	Application Form Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.