

## Job Description

<b>Position:</b>	Senior Partnership Manager (Validations)
<b>Academic Group//Centre:</b>	Off Campus Division
<b>Reference:</b>	OCD-035/P
<b>Grade</b>	8
<b>Status:</b>	Fixed Term until July 2022
<b>Hours:</b>	Full-Time
<b>Responsible to:</b>	Head of Collaborative Partnerships – Off Campus Division
<b>Responsible for:</b>	Leading the day-to-day management and enhancement of a portfolio of UK and/or International collaborative provision partnerships

### Main Function of the Post:

- Responsible for the operationalisation of key functions and developments including implementation of OFCD Strategic Direction into Partnership Management and Development Strategies within portfolio.
- Responsible for oversight of dedicated portfolio partnerships, link tutors, external examiners, local tutors liaising as appropriate.
- Responsible for liaising with relevant stakeholders and a range of University services and supporting the day-to-day management of people (to include staff recruitment, academic quality, performance and planning) and resources.
- Responsible for operational management of partnerships and commercial negotiations including due diligence.
- Chair relevant portfolio meetings including Examination Boards, Partnership Development Meetings and Academic Misconduct Panels.

### Principal Duties and Responsibilities:

1. Responsible for creating and developing growth strategies for Partners supporting the Dean in identifying new strategic directions arising from Annual Review of Partnership Operations (ARPO).
2. Accountable for the successful development, delivery and performance management of allocated strategic partnership initiatives within remit.
3. Lead Exam Boards, Partnership Development meetings and Task and Finish Groups.
4. Responsible for the effective management of timelines and facilitation of ARPO and Commercial Negotiations (led by the Partnership Relations Manager).
5. Responsible for day-to-day operational management of partnerships including oversight of academic quality, recruitment of External Examiners, Link Tutors, Local Tutors in liaison with relevant internal and external stakeholders.

6. Responsible for strategic analysis of partner for improvement in recruitment, retention and destinations.
7. Ensure partners at all levels produce appropriate documentation in line with corporate and statutory requirements.
8. Undertake teaching and assessment duties as required of the role.
9. Responsible for coordinating and administering relevant KPI's such as the National Student Survey, and other surveys across the partnerships identifying areas of risk and best practise.
10. Undertake development/research or other agreed activity in order to contribute to the development of Centre /OFCD practice.
11. Ensure ongoing monitoring and evaluation of Partnership initiatives identifying risk and promoting best practice.
12. To contribute to the development of a collaborative, collegiate and inclusive culture across the partnerships and OFCD.
13. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with corporate and statutory requirements.
14. Provide advice and support to the Dean of OFCD and Head of Collaborative Partnerships.
15. To successfully contribute to the broader decision making of the University through active involvement in OFCD and University committees and groups.
16. Carry out personal and professional development aligned to the OFCD and University strategic direction.
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

**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 were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the role-holder.

## Person Specification

<b>Position:</b> Senior Partnership Manager		<b>Reference:</b> OCD-035/P	
<b>School/Service:</b> Off Campus Division		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Relevant honours degree	1	CV / Expression of Interest / Interview / Documentation
1 b)	A higher degree or membership of a relevant professional body	1	CV / Expression of Interest / Interview / Documentation
1c)	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	2	CV / Expression of Interest / Interview / Documentation
1 d)	PhD, or equivalent level qualification or outstanding achievements in the professional field or willingness to obtain within dedicated timescales	2	CV / Expression of Interest / Interview / Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to successfully and effectively lead and manage partnerships and teams	1	CV / Expression of Interest / Interview
2 b)	Ability to think strategically and problem solve at a strategic level	1	CV / Expression of Interest / Interview
2 c)	Proven ability to analyse complex issues and interpret regulations and procedures	1	CV / Expression of Interest / Interview
2 d)	Able to lead and motivate staff and colleagues through appropriate initiatives	1	CV / Expression of Interest / Interview
2 e)	Knowledge and understanding of academic organisation and its processes including academic quality	1	CV / Expression of Interest / Interview
2 f)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	CV / Expression of Interest / Interview
2 g)	Able to successfully lead partnership developments to complement innovations in learning and teaching as appropriate	1	CV / Expression of Interest / Interview
2 h)	Proficient in the application of IT systems and capable of utilising IT with respect to learning and teaching and management processes	1	CV / Expression of Interest / Interview
2 i)	Demonstrable understanding of current challenges facing the UK HE sector	1	CV / Expression of Interest / Interview
2 j)	Credible understanding and ability to deliver high levels of customer service and experience nationally and internationally	1	CV / Expression of Interest / Interview

<b>Position:</b> Senior Partnership Manager		<b>Reference:</b> OCD-035/P	
<b>School/Service:</b> Off Campus Division		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>3</b>	<b>Experience</b>		
3 a)	Proven experience of national and / or international partnership delivery	2	CV / Expression of Interest / Interview
3 b)	Experience in contributing and implementing quality assurance improvements	1	CV / Expression of Interest / Interview
3 c)	Experience in developing and delivering successful Partnership arrangements	2	CV / Expression of Interest / Interview
3 d)	Experience of building successful collegiate relationships to achieve results.	1	CV / Expression of Interest / Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Expression of Interest / Interview
4 b)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	1	Expression of Interest / Interview
4 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Expression of Interest / Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	1	Expression of Interest / Interview
4 e)	Able to successfully network with local/national/international employers and organisations	1	Expression of Interest / Interview
4 f)	Able to work co-operatively and sensitively with colleagues and students	1	Expression of Interest / Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Expression of Interest / Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Expression of Interest / Interview
5 c)	Able to travel nationally and internationally in order to meet the requirements of the service	1	Expression of Interest / Interview
5 d)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI, Prevent and the Bribery Act	1	Expression of Interest / Interview
5 e)	Subject to business requirements and where the nature of the role permits, employees are expected to have access to suitable IT equipment and broadband internet access at home to work effectively remotely.	1	Expression of Interest / 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. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.