

Job Description

Position:	Partnership Coordinator
Academic Group/Service:	Off-Campus Division (OCD)
Reference:	OCD-034/P
Grade:	5
Status:	Fixed term (Two years)
Hours:	Full-time
Responsible to:	Head of Collaborative Partnerships – Off-Campus Division
Responsible for:	Operating the Off Campus Division processes to co-ordinate a range of collaborative partnerships under the direction of a Senior Partnership Manager.

Main Functions of the Post:

- Supports the Senior Partnership Manager (SPM) to implement partnership portfolio development.
- Lead on dedicated projects as appropriate to the role.
- Supports the SPM, Dean and Partnership Relations Manager (PRM) in operating the commercial processes of the Off Campus Division.
- Contribute to day-to-day operational management and coordination of partnerships providing support as appropriate, e.g. completion of Local Tutor approval documentation and administers approval process.
- Main contact for Link Tutors.
- Responsible for overseeing staffing processes including seeking appropriate approvals for University-appointed part time staff and partner-appointed tutors and External Examiners.

Principal Duties and Responsibilities:

1. Work in collaboration with existing and potential partners to complete appropriate documentation, e.g. the Initial Enquiry Review (IER) form; complete due diligence assessment (PIAOs).
2. Support OFCD colleagues to complete documentation for Project Specification Meeting (PSM); and participate at PSM as appropriate.
3. Provide advice and support to partners to complete due diligence assessment (PIAOs).
4. Contribute as appropriate to completion of approval documentation including strategic, programme and change approval forms.
5. Coordinate, support and participate at planning meetings and approval events supporting logistical arrangements as appropriate.

6. Contribute to completion of Programme Development Record (PDR) on Moodle with partner and schools ensuring quality and management portals remain current.
7. Source and prepare documents for approval of proposed External Examiners liaising with cross University functions as appropriate.
8. Implement partnership set up strategy under direction of SPM's.
9. Maintain Partnership Overview Form (POF).
10. Provide information, advice and guidance as appropriate to partners on University processes and resources available to partners and Off-Campus students.
11. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
12. Responsible for maintaining the Live Action Partnership Plan (LAPP) and completing and recording actions as appropriate (in particular following Partnership Development Meetings and generally).
13. Ensure module timeline is being adhered to and escalate where necessary.
14. Responsible for supporting the administration and roll out of National Student Survey and other surveys across Partnerships.
15. Commercial point of contact for part-time hourly paid staff (VHTs). Liaising with individuals and relevant points of contact including administrative / Human Resources colleagues ensuring due process and relevant paperwork is in place.
16. Undertake a range of operational activities and processes including recruitment for External Examiners and part-time hourly paid staff.
17. Support OFCD colleagues in cross divisional development including identifying/delivering training as appropriate.
18. Participate and contribute to University/Off-Campus committees and boards as appropriate to the role.
19. Undertake personal and professional development to enhance individual contribution and to contribute to the University's reputation for academic and professional excellence.
20. 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 where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

PERSON SPECIFICATION

Position: Partnership Coordinator		Reference: OCD-034/P	
School/Service: Off Campus Division		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area or equivalent level experience	1	CV / Documentation
1 b)	Project management qualification or experience	2	CV / Documentation
2 Skills / Knowledge			
2 a)	Excellent administrative and organisational skills where accuracy is key, e.g., organised record keeping, retrieving, analysing, presenting data.	1	CV / Interview
2 b)	Excellent time management and experience of managing multiple tasks and delivering to tight deadlines often under pressure	1	CV / Interview
2 c)	An understanding of the key issues in higher education, and awareness of university structures.	2	CV / Interview
2 d)	High level of competence in the use of IT e.g. proficient in the use of Microsoft Office, word, excel, access, email etc.	1	CV / Interview
2 e)	Good written communication skills and ability to disseminate information in a variety of formats e.g. ability to write letters, emails, contract letters, standard reports and minutes for staff at all levels across the University	1	CV / Interview / Assessment
2 f)	Excellent verbal communication skills e.g. ability to interpret and explain standard policies and procedures to staff at all levels across the University and externally where appropriate	1	CV / Interview / Assessment
2 g)	Able to use computerised systems / databases and produce appropriate reports, letters, and other documentation	1	CV / Interview
3 Experience			
3 a)	Experience of working in a multi-function administrative role, preferably in a complex large organisation.	2	CV / Interview
3 b)	Experience of providing administrative support including completing documentation, keeping track of changing priorities, arranging internal and external meetings, setting agenda and collating papers.	1	CV / Interview
3 c)	Experience of working to established procedures	1	CV / Interview
3 d)	Credible record of establishing effective working relationships with a wide range of people in a challenging environment	1	CV / Interview
3 e)	Experience of implementing quality assurance processes to ensure standards are met	2	CV / Interview
3 f)	Working within a Higher Education establishment	2	CV / Interview

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Criteria			
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Sensitive to individual and cultural differences	1	Interview
4 d)	Good problem solving abilities able to trouble shoot and know when to refer issues on	1	Interview
4 e)	Work independently without close supervision.	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	1	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	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 accreditation / membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.