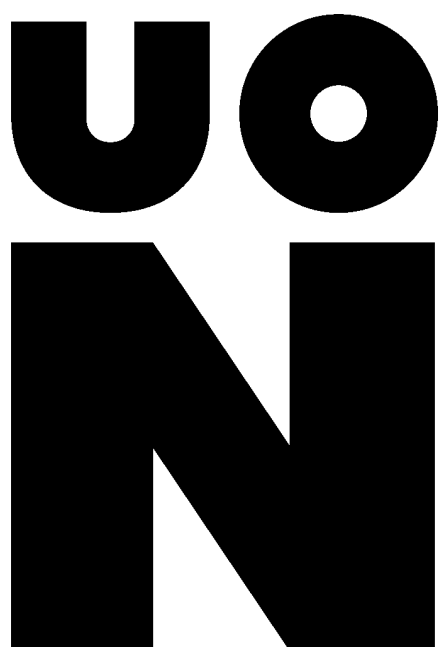


**University of
Northampton**

**Assistant Director (Global
Partnerships)
Job Description**



Job Title: Assistant Director (Global Partnerships)

Grade: 8

Responsible to: Director of Global Engagement

Overall Purpose

The Assistant Director (Global Partnerships) plays an integral role in the delivery of the global recruitment and engagement strategy. The post leads on the development, management, and monitoring of the University's portfolio of strategic, transnational and UK based education partnerships. Building and maintaining effective relationships with key stakeholders in partner organisations and across UON, the post holder maintains further responsibility for the management of a range of other collaborative activities which include student and staff exchange, articulation and student progression.

Working closely with the Director of Global Engagement, Faculties, Registry and other Professional Services, the post holder leads the Global Partnerships team in ensuring University KPIs are delivered, Faculty strategic ambitions are realised, and that partnerships are effectively developed, managed and monitored.

The post holder leads in the provision of expertise, support, and communications on operational and risk management matters to ensure that the University and partner relationships work effectively and that the partnerships adhere to all internal and external regulatory requirements and key University business processes.

Principal Duties and Responsibilities

- In support of the Director of Global Engagement, lead the Global Partnerships team in building and maintaining a portfolio of sustainable partnerships that enhance the reputation of UON, align with institutional values, generate income, and provide opportunities for students and staff.
- Through actively engaging in national and global networks, act as the expert voice on partnerships to develop institutional understanding, influence decisions and respond to relevant queries.
- Lead and manage the Global Partnerships team in liaising with partners, Faculties, Professional Services, and all other relevant stakeholders in the management of UON's UK and International partnerships and agreements in support of our Institutional and Global Engagement Strategy.
- Lead and manage a team of Global Partnerships Managers as they account manage a portfolio of the University's UK and overseas academic partners. Ensuring the effective managerial delivery and oversight of partnership operations as a key contact for the partner and University colleagues.

- Ensure partnership agreements are aligned with the University's broader interests, are consistent with all University operational policies, can be successfully delivered within university systems, to the required quality standards, and operate in financial surplus.
- Promote the value of partnerships internally, collaborating in a process of regular review to ensure that appropriate policies, practices, and structures are maintained which meet internal and external regulatory requirements.
- Interpret international political/economic landscapes, policy, legislation, and national codes of practice, to provide specialist advice on the impact to existing partners or partnership development work; coordinate appropriate responses and implementing any necessary changes.
- Lead in the development approval process working with colleagues in Faculty, the wider Global Engagement directorate and Registry in assessing market demand, financial feasibility, carrying out due diligence, risk assessment, as well as legal and regulatory considerations.
- Work with colleagues in Research, Enterprise and Innovation, Faculties, and the wider Global Engagement directorate, in the establishment of a small number of comprehensive research-led strategic international partnerships.
- Support Faculties and Professional Services in ensuring a high-quality teaching and learning experience at partner institutions.
- Work closely with the Director, Assistant Directors, Partnership Managers and Global Engagement Officers in ensuring that jointly owned regional income targets are achieved.
- Monitor and report on partnership performance using KPI and risk-based frameworks.
- Lead the Global Partnerships team in the further development and maintenance of effective frameworks for the provision of timely, coordinated, accessible and accurate data, reports and dashboards related to partnership activity.
- Lead regular meetings with relevant stakeholders at academic partners and at UON on key operational and business matters.
- Lead on the development and delivery of the University's student and staff mobility programmes, Turing and other associated schemes.
- Proactively engage all members of our communities in building a culture of inclusion and belonging which fosters the understanding that diversity is a source of strength, innovation and excellence.

Core People Management Duties and Responsibilities

- Regularly review Global Partnership team staffing to ensure maximum effectiveness and efficiency is delivered whilst providing high quality leadership and management for all staff within the team.
- Support, develop, and motivate staff within the Global Partnerships team in the delivery of a continuously improving, customer focused environment that delivers high standards of service to internal and external stakeholders.
- Lead, develop and empower the Global Partnership team, ensuring the delivery of effective and efficient services and fostering an inclusive and high performing culture that promotes wellbeing.
- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis.
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues.
- Monitor and approve development opportunities to meet changing needs of the University and personal development.
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two-way communication including team meetings and 1-2-1's.
- Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings.
- Plan resources to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing.
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and Faculties across the University.
- Undertake investigations and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University policy and procedures.

Generic Duties and Responsibilities

- Participate in committees e.g. Partnerships Committee and Academic Quality and Standards Committee, providing information and expertise to inform the decision making.
- Participate in panels e.g. validations and institutional/programme approval panels, providing information and expertise to inform the decision making.

- Ensure the provision of clear written and verbal communication and guidance to staff at all levels of the academic partner organisation as required. Ensuring that partners adhere to stipulated University policies, processes and procedures.
- Ensure the maintenance of clear auditable records of all meetings and interactions with partner organisations.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Director of Global Engagement.
- The post holder will be required to travel internationally in support of partnership relationships and developments on a regular basis.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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Qualifications

1	Educated to degree level, equivalent qualification or commensurate experience	Essential	Application
2	Professional or postgraduate qualification in a related discipline	Desirable	Application

Skills, Knowledge and Experience

3	National and international awareness and understanding of the activities, objectives, and strategic direction of the University, both current and future	Desirable	Application Interview
4	Sound understanding of relevant professional, legal, and regulatory requirements related to UK and international HE partnership management	Essential	Application Interview
5	Understanding of government HE policy, regulatory oversight, and the environment in which UK based collaborative provision and transnational education currently operates	Essential	Application Interview
6	Relevant, experience of working in a Higher Education institution, demonstrating deep, specialised and or broad knowledge of partnership management and development	Essential	Application Interview
7	Recent experience of management in a related area	Essential	Application Interview
8	Knowledge and understanding of risk management in an HE setting	Essential	Application Interview
9	Knowledge and understanding of quality assurance principles in HE	Essential	Application Interview
10	A proven track record of successful strategic planning and delivery in supporting the objectives of a broad range of key stakeholders	Essential	Application Interview Presentation
11	Experience of building and maintaining positive relationships with a wide variety colleagues and contacts at all levels	Essential	Application Interview
12	Excellent interpersonal skills with the ability to establish rapport and influence a diverse range of stakeholders whilst building and maintaining close collaborative working relationships	Essential	Application Interview Presentation

13	Excellent communication skills and ability to present and deliver timely and high-quality reports to senior leadership committees and management groups	Essential	Application Interview
14	Understanding of and sensitivity to cultural issues with intercultural communication skills	Essential	Application Interview
15	Ability to identify and undertake vital conversations appropriately	Essential	Application Interview
16	Experience of working in key international markets for transnational education, particularly China, Southeast Asia, South Asia and the GCC	Desirable	Application Interview
17	Established network of relevant professional contacts	Desirable	Application
18	Demonstrable knowledge and experience of changes in education, economic, social, governmental, and technological environments, and their impact on the University/Higher Education sector	Essential	Application
19	Demonstrate an understanding of HR policies and procedures	Desirable	Application
20	Ability to delegate appropriately	Essential	Application Interview

Personal Qualities

21	Effective interpersonal skills and able to apply tact in dealing with diverse groups at all organisational levels, and the self-confidence to influence and challenge at all levels	Essential	Interview
22	Personal integrity, helping peers and colleagues to develop skills and confidence	Essential	Application Interview
23	A clear commitment to the University's purpose and values, including that of equality, diversity and inclusion, and to continuing professional and leadership development	Essential	Application Interview
24	Ability to think and plan strategically and to problem solve creatively to deploy finite resources to achieve objectives	Essential	Interview Presentation
25	Ability to plan, organise and deliver complex activities to time, quality and budget	Essential	Application Interview
26	Appreciation and understanding of business operations and the strategic context within which the University operates	Desirable	Application Interview
27	Ability to adapt to organisational change	Essential	Application
28	Ability to adapt to technological advances in the workplace	Essential	Application

29	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview
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