

JOB DESCRIPTION

Vacancy reference:	SRF32318
Post Title:	International Partnerships Manager
Grade:	Grade 6
School/Department:	International Study and Language Institute
Reports to:	Senior International Partnerships Manager

Purpose

The University seeks to appoint an ambitious manager to join the International Partnerships team located in the International Study and Language Institute (ISLI). The team plays an important role implementing key elements of the University's Global Engagement Strategy. The successful candidate will project manage the development of high-quality off-shore and on-shore TNE programmes and add to opportunities for student mobility. More widely, this post will contribute to key projects across the International Study and Language Institute.

Main duties and responsibilities

1) Development of international TNE partnerships

Developing and managing the portfolio of existing and potential TNE partnerships by

- Cultivating key internal and external relationships
- Project management of new partnership opportunities to completion
- Building relationships within the School and across the University to secure the trust and commitment of academic staff to GES priorities.
- Sourcing new partnership opportunities and making evidence-based recommendations on how to proceed.
- Monitoring and reporting related to the specialist areas allocated to the role, assessing appropriate governance and advising on risk management issues.
- Planning and delivering effective liaison and support for partnership activities, including both inward and outward visits.
- Reporting opportunities and outcomes to the Head of International Partnerships in both written and verbal formats.

Developing and enhancing regional knowledge and expertise of a particular region or area of engagement. This will include:

- Actively collecting and presenting partnership activity and data for the region or area concerned Researching and understanding the relevant factors for PESTLE analysis.
- Assessing the extent to which the University's academic and service provision can support potential projects and using this to brief the Head of International Partnerships about opportunities and risks.

Networking to gather intelligence across the field, actively sharing this knowledge with the team and relevant members of the wider University.

2) Management for delivering TNE partnerships:

To identify potential and manage existing TNE relationships and activities, in line with strategies for particular locations, subject areas or other institutional targets. This includes:

- Implementing effective tools and criteria for assessing opportunities and monitoring their progress and outcomes
- Undertaking overseas travel to meet with potential stakeholders, to scope out new projects, and to monitor the effectiveness and sustainability of existing ones;
- To provide business and management information for Schools and services on TNE opportunities and activities. This includes:
 - o Implementing the partnership approval and monitoring process with colleagues;
 - o Contributing to the development of business cases and their implementation schemes, contributing market intelligence and risk assessment, and noting quality assurance needs and necessary contributions to teaching input;
 - o Working with overseas institutions to understand and exchange pertinent information, including the local regulatory environment;
 - o Managing delegations overseas and international delegations and visitors on campus, adding value through knowledge of regional cultures and context.

3) Other responsibilities

- Bringing potential student mobility opportunities to the attention of the Study Abroad Manager (within the wider international partnerships team)
- Facilitating mobility between strategic partners and our campuses
- Making a significant contribution, where relevant, to strategic projects within the International Study and Language Institute
- Participating in relevant ISLI activities to ensure efficient and effective management of the School and its resources
- Deputising for other partnership staff during absences, as requested by Head of International partnerships (or Head of School)

Supervision received

General guidance will be received from the Senior International Partnerships Manager and Head of International Partnerships.

Contact

Regular contact is anticipated with key ISLI staff:

- Head of School
- Head of International Partnerships
- Head of Marketing, Recruitment and Admissions
- ISLI Administration Manager
- ISLI Business Partner
- Other staff delivering partnership activities
- Other ISLI staff and committees

Other contact with:

- PVC Global Engagement
- Deans (especially of Teaching and Learning with international portfolios)
- Centre for Quality Support and Development (especially Senior Quality Officer, Partnerships)
- Heads of School
- School Directors of Teaching and Learning
- Global Recruitment and Admissions team
- Other Schools and services across the University

External

- International partner institutions overseas
- Overseas representatives (eg of ministries of education, government sponsors)
- Organisations linked to TNE and Erasmus and Study Abroad
- Staff from other UK HEIs

Terms and conditions

The responsibilities may involve occasional weekend or evening commitments and some travel overseas.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: March 2020

PERSON SPECIFICATION

Job Title	School/Department
International Partnerships Manager	International Study and Language Institute

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to manage the development of international partnerships, analysing data to evidence recommendations and actions. • Good project management skills • Good networking skills with the ability to identify and make use of relevant input and relationships from a wide variety of sources, both within and outside the University. • Ability to work collaboratively in a team of staff committed to strong working practices and a culture of creativity and ambition. • Ability to contribute pro-actively as part of the team, and to articulate effectively in written and oral communications • Excellent communication and relationship building skills • Excellent skills in diplomacy for planning and managing delegations and visitors to and from the University 	<ul style="list-style-type: none"> • Proven skills in similar role within the University of Reading or at a comparable institution • Evidence of recent and relevant CPD training or development
Attainment	<ul style="list-style-type: none"> • A good undergraduate degree • Excellent IT skills to support the effective analysis of data and communication of ideas and information • Evidence of meeting qualitative and quantitative targets in a relevant setting 	
Knowledge	<ul style="list-style-type: none"> • Good knowledge of HE internationalisation strategies, and the global context for their development and operational implementation • Good knowledge of UK HE institutional policies and procedures • Interest in contributing to the wider University community, and to professional associations which support international activities in HE 	<ul style="list-style-type: none"> • Knowledge of the University of Reading (or a comparable institution)
Relevant Experience	<ul style="list-style-type: none"> • Good experience of developing international partnerships or projects to a successful level of implementation • Experience relevant to risk management of international partnership activity • Experience of making effective presentations, writing proposals and reports to diverse audiences 	

Disposition	<ul style="list-style-type: none"> • Strong commitment to excellence and accountability, with the maturity, perspective and credibility to work effectively with all levels of staff • Ability to manage unanticipated situations calmly, knowing when and where to seek advice and guidance • Availability and willingness to travel within and outside UK, as required, managing a demanding workload when necessary • Commitment to accuracy through attention to detail, and for completing tasks to a high standard for required deadlines • Well-balanced, approachable, resilient, reliable, flexible, responsible, organised, ambitious • Can-do, results-oriented-approach to the role and its development 	<ul style="list-style-type: none"> • Willingness to engage in appropriate staff training and development
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Completed by: Head of International Study and Language Institute	Date: March 2020
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