



1. Advert

Post Title: Global Partnerships Senior Administrator

School/department: Global Engagement Office

Hours: Full-time hours considered up to a maximum of 1.0 FTE /36.5 hours

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term - Maternity cover

Reference: 21509

Salary: Starting at £28,759 to £32,982 per annum, pro rata if part time

Placed on: 21 August 2023

Closing date: 05 September 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: To be confirmed

About the role

We are seeking to appoint a Global Partnerships Senior Administrator to join the Global Partnerships team, part of the Global Engagement Office, as we prepare to deliver the global ambitions expressed in the Sussex 2025 Strategic Framework, via our internationalisation strategy. Global engagement is now front and centre for the University, supported by a commitment to embedding internationalisation in our education and to increase our international research profile.

To underpin its partnerships operations, the University is seeking an experienced and highly professional administrator; a team player with outstanding communication skills, who demonstrates tact and cultural sensitivity. They must have the administrative capacities to ensure thorough financial and logistical oversight of Global Partnerships supported activities, and the accurate management of progress reporting. Above all, we are seeking an individual who exhibits initiative, a can-do attitude, and a genuine enthusiasm for the provision of consistent high-quality service.

About you

Ideally, you will have relevant working experience in an administrative role, particularly in Higher Education. You will have the skills to manage your own workload and at times, support other colleagues. You will communicate clearly with the team, line management, and stakeholders. Knowledge and experience of working with people from different cultures and backgrounds would be an advantage.

About our Division

The CMA division is vital in contributing towards the success of Sussex. We work closely in partnership our academic schools and other learning institutions in the UK, and, Internationally to attract the very best students we can. Our ideas matter, that is why we work and advise on Institutional Growth Strategies to support the University in achieving positive outcomes. The life-long relationships with our global alumni and friends enable many of the gifts which allow Sussex's research to flourish.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme 12% total Pension Scheme(grades 1-6)
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave though our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

Please contact Louise Duthie at l.a.duthie@sussex.ac.uk for informal enquiries

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. Job Description and Person Specification

Job Description for the post of: Global Partnerships Senior Administrator

Division:	Communications, Marketing and Advancement
Department:	Global Partnerships
Section/Unit/School:	Communications, Marketing and Advancement
Location:	Bramber House, University of Sussex
Grade:	5
Responsible to:	Global Partnerships Manager

Purpose of the post:

To lead on administrative, financial, and logistical support, and the management of progress reporting for the Global Partnerships team to enable the team to meet the strategic goals for Global Partnerships as set out in the Sussex 2025 Strategic Framework.

Key working relationships: Head of Global Partnerships, Global Partnerships Managers, Associate Director of Global Engagement, Global Mobility and Global Programmes colleagues, Academic Quality and Partnerships, International Office, Admissions, Academic Schools, and Research Centres.

Main duties:

1. Collate and report information on Global Partnerships strategic initiatives, including on projects supported by the Global Partnerships budget.
2. Maintain an operational overview of the finances of Global Partnerships funded projects, and provide support with procurement, bookings, and budget management for Global Partnerships activities.
3. Be responsible for organising records on institutional agreements, and for establishing of systems to ensure their timely review.
4. Operational management of events, including inward visits from, and outward visits to, international partners.
5. Maintain the Global Partnerships web pages, support the communication of Global Partnerships activities and publicity, and filter and direct enquiries from prospective partners.
6. Develop good working relationships that support the University's global partnerships strategy; deliver excellent customer service.
7. Office assistance.

Specific duties:

1. Collate and report information on Global Partnerships strategic initiatives, including on projects supported by the Global Partnerships budget.

- 1.1 Establish and manage robust planning systems to maintain detailed records of applications, outcomes, and awards in relation to the various schemes supported by the Global Partnerships budget.
- 1.2 Ensure that incoming bids and reports are completed in full and meet the requirements described.
- 1.3 Summarise data on successful bids and their outcomes.
- 1.4 Collect, collate, and distribute feedback reports from those in receipt of funding.

2. Maintain an operational overview of the finances of Global Partnerships funded projects, and provide support with procurement, bookings and budget management for Global Partnerships activities.

- 2.1 Monitor the finances of projects supported by the Global Partnerships budget, identifying potential problems including potential under or overspends.
- 2.2 Use University finance systems to support procurement processes, payment of invoices and internal transfers.
- 2.3 Procure ad hoc services such as catering, the purchase of corporate gifts and office supplies.
- 2.4 Book flights, taxis, and conferences for Global Partnerships activities.
- 2.5 Support the processing of expenses related to Global Partnerships activities.

3. Be responsible for organising records on institutional agreements and for establishing systems to ensure their timely review.

- 3.1 Maintain detailed and accurate records of Global Partnerships agreements in cooperation with the Academic Quality and Partnerships (AQP) office and Global Mobility.
- 3.2 Establish robust planning systems for flagging agreements that have expired or are due for renewal and take appropriate action to ensure their renewal.
- 3.3 Take forward the renewal of some specified agreements directly with partners.
- 3.4 Provide reports and updates on partnerships agreements.

4. Operational management of events, including inward visits from, and outward visits to, international partners.

- 4.1 Organise schedules, including meetings and coordinate responses to meeting requests.
- 4.2 Book rooms, catering, tours, and bespoke events.
- 4.3 Welcome guests including senior officials to campus and accompany them as directed.
- 4.4 Provide support in making travel arrangements for inbound and outbound visits including executive missions. Including writing risk assessments, coordinating visa and insurance applications, booking flights, transfers and accommodation, and contributing to briefings.
- 4.5 Source corporate gifts for executive missions.
- 4.6 Take minutes during meetings and write reports on visits.

5. Maintain the Global Partnerships web pages, support the communication of Global Partnerships activities and publicity, and respond to, filter and direct enquiries from prospective partners.

- 5.1 Contribute to the Global Partnerships webpages under the direction of the Head of Global Partnerships and Global Partnerships Managers.
- 5.2 Liaise with Publications, Web, Press and Global Engagement colleagues to identify and promote relevant newsworthy stories and Global Engagement initiatives through social media and via the university website. Ensuring material is clear, comprehensive, up to date and relevant.
- 5.3 Respond to queries from university staff regarding Global Partnerships initiatives, providing initial guidance, and directing them to relevant team members if appropriate.
- 5.4 Respond to enquiries from prospective partners providing advice and support as appropriate.

6. Develop good working relationships that support the University's global partnership strategy; deliver excellent customer service.

- 6.1 Engage with the International Office team to understand the individual market context and specific cultural / environmental considerations for partnership development.
- 6.2 Develop effective working relationships with other departments at Sussex such as Admissions, the Doctoral School and Research to facilitate the integration of processes and systems.
- 6.3 Deliver outstanding customer service to prospective / existing partners, third parties and internal stakeholders, including academic Schools seeking support for partnership development.
- 6.4 Manage a database of partner contacts, and use customer relationship management systems, as required, to facilitate effective communications with partners.
- 6.5 Contribute to the development of a positive team working environment, seeking opportunities to coordinate activities.
- 6.6 Foster and maintain a collaborative, positive and supportive team culture.

7. Office assistance.

- 7.1 This may include ad hoc projects involving desk research and / or data analysis, including environment scanning and research for executive missions.
- 7.2 Use initiative and recognised precedent, to promptly resolve ad hoc administrative issues that affect Global Partnerships activities, providing a proactive frontline support.
- 7.3 Undertake other office duties, including assisting the wider Global Engagement Office, as may reasonably be required.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

KNOWLEDGE

	Essential	Desirable
Understanding of administrative systems for monitoring and reporting	√	
Understanding of and / or interest in the international higher education environment	√	

EXPERIENCE

	Essential	Desirable
Establishing and managing effective administrative processes	√	
Experience within an administrative role working to deadlines, prioritising workload, organising meetings, and managing diaries	√	
Organising events with minimal supervision	√	
Monitoring budgets and accounts	√	
Experience of effective use of databases and spreadsheets, working with IT systems to generate reports and present data in a readily accessible format	√	
Experience of working in an international environment or with people of different cultures		√
Experience of administering webpages using a web content management system to make updates		√

QUALIFICATIONS

	Essential	Desirable
A first degree or equivalent qualification		√

SKILLS / ABILITIES

	Essential	Desirable
Excellent communication skills, able to convey information in a clear and accurate manner, write well using appropriate tone and style, listen, and interpret information	√	
Good numerical skills	√	
Ability to manage workload effectively and work to deadlines while under pressure	√	
High degree of accuracy and attention to detail	√	
Ability to establish good working relationships and function as an integral and considerate team member	√	
Competence using Word, Excel, Email, databases, and social media, and ability to master new IT systems as a user	√	

A proactive and innovative approach to problem solving, with a willingness to adapt to changing requirements	√	
Well-developed administrative and organisational skills with real attention to deadlines and development of effective processes	√	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Pro-active with a can-do attitude, with genuine enthusiasm for the provision of quality service, and a flexible and responsive approach	√	
Innovative approach to problem solving with the ability to exercise initiative, a willingness to ask questions and to learn	√	
Thrives in a team environment but able to work independently where necessary and to accept individual responsibility	√	
Tact and diplomacy, with the ability to manage negotiations and convey information concisely and sensitively	√	
Possessing a client-focussed attitude and responsive and helpful approach	√	
Cultural sensitivity with the ability to adapt to different ways of working and develop excellent relationships with partners in different countries	√	
Willingness to occasionally work flexible hours, if required, to facilitate special events or to meet deadlines (advance notice would ordinarily be provided)	√	
A commitment to building good working relationships and to be a considerate and supportive team member	√	