



## 1 Advertisement

**Post Title:** Global Partnerships Manager

**Department:** Global Engagement Office

**Division:** Communications, Marketing and Advancement

**Hours:** Full time or part time hours considered up to a maximum of 1.0 FTE. Other requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 10572

**Salary:** starting at £36,333 to £43,155 per annum, pro rata if part time

**Placed on:** 03 April 2023

**Closing date:** 04 May 2023

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

We are seeking to appoint a global partnerships practitioner to join our Global Partnerships Team in the Global Engagement Office as we prepare to deliver the global ambitions expressed in the Sussex 2025 Strategic Framework, enabled through our developing internationalisation strategy

This is an exciting time to be joining the University of Sussex as we build on existing success in international student recruitment and a strong track record of student mobility.

Global engagement is now front and centre for the University, supported by a commitment to embed internationalisation in our education and to increase our international research profile.

We have bold plans for furthering our reach of and reputation for excellence through taking our education overseas, creating opportunities for impactful research collaborations and engaging for change.

You will have previously managed international partnerships and the associated policies and processes. You will have a clear understanding of the opportunities and issues relating to international partnership development.

Working under the direction of the Head of Global Partnerships you will:

- support the development and implementation of the University's International Partnerships Strategy
- provide proactive support to academic Schools and the Head of Global Partnerships in developing and maintaining international partnerships
- lead on Communications and Reputation Building through engaging international partners
- be responsible for executive level travel including inward and outward visits by senior delegations for the purposes of partnership development

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.*

## **2. Senior leadership and management**

The Vice-Chancellor (Professor Sasha Roseneil) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. She is supported by an [executive group](#), which includes the three Pro-Vice-Chancellors, the academic representatives from the schools, the Chief Operating Officer, the Director of Finance, the Director of Human Resources and the Director of Communications, Marketing and Advancement.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council.

## **3. The Global Engagement Office**

The Global Engagement Office supports realisation of Sussex's strategic mission of being 'A better university for a better world' by putting the University's progressive ideas and excellence in research and education to work across the globe. We do this by opening up international opportunities for students and staff and engaging for change through partnering as equals – enabling the development of global citizens and enlightened change leaders.

Our professional Global Partnerships Team facilitates the building and development of new and existing relationships. The Team enables the sharing of excellence and the celebration of collaborative achievements which strengthen both our own and our partners' international impact and reputation.

## **4. Job Description**

### **Job description for the post of International Partnerships Manager**

<b>Department:</b>	Global Engagement
<b>Division:</b>	Communications, Marketing and Advancement
<b>Location:</b>	Bramber House, University of Sussex
<b>Grade:</b>	7
<b>Responsible to:</b>	Head of Global Partnerships

### **Purpose of the post:**

1. To support the development and implementation of the University's International Partnerships Strategy, with the aim of enhancing international recruitment and the

strategic positioning of the University.

2. To provide proactive support to academic Schools and the Head of Global Partnerships in developing and maintaining international partnerships.
3. To lead on Communications and Reputation Building through engaging international partners
4. To be responsible of institutional level travel including inward and outward visits by senior delegations for the purposes of partnership development.
5. To implement a series of institutional frameworks that supports the efficient and effective delivery of the University's international partnerships strategy.
6. To develop good working relationships that supports the University's international partnership strategy and deliver excellent customer service.
7. To maintain good relations with external organisations and institutions.
8. To develop team cooperation and a supportive environment.

#### **Key working relationships:**

Academic Schools, inc. Heads of Schools and Departments, relevant PVCs / DPVCs, Director SRAID, and professional services unites inc. Marketing, Communications, Academic Quality and Partnerships, International Office, Development and Alumni Relations Office, Research and Enterprise Services, Overseas Offices, and key contacts at relevant International Partners.

#### **Main duties**

**To support the development and implementation of the University's international partnerships strategy, with the aim of enhancing international recruitment and the strategic positioning of the University.**

1. Under the guidance of the Head of Global Partnerships, lead on the operational management of a portfolio of international and UK partnership activities, ensuring that targets are met and strategic decisions are taken.
2. Help to cultivate University wide engagement by developing strong supportive working relationships to deliver the strategic aims of the University's partnerships strategy.
3. Identify opportunities for developing new collaborations with partners in the UK or overseas, including non-academic partners; evaluate and respond to approaches from prospective partners.
4. Take a supporting role in implementing and reviewing the University's international partnerships strategies and annual operating plans in support of the academic Schools' objectives and in line with the wider University strategic plan. This should be undertaken within the context of wider University strategies and policies.

5. Carry out continuous market scanning to keep abreast of competitor developments and identify possible opportunities for international partnership development, ensuring market research underpins the development of partnership activity, and providing statistical analysis for Schools to inform partnership development.
6. Identify and evaluate external funding opportunities for international partnerships, including British Council led programmes, and referring Schools to Research Development or assisting in a bid submission, as appropriate.
7. Where appropriate, to engage in discussions on financial arrangements for international partners, in line with pre-approved guidance.
8. Ensure the Head of Global Partnerships is kept updated on the progress of partnership developments and new proposals within the post-holder's portfolio.
9. Assess the business opportunity at various stages and decide the priority and effort it will receive alongside other opportunities – act on a timely basis.
10. Undertake visits overseas to support or drive partnership initiatives, participate in training opportunities and / or attend conferences or networking events to meet representatives from new partner institutions.

**To provide proactive support to academic Schools and the Head of Global Partnerships in developing and maintaining international partnerships.**

1. With direction from the Head of Global Partnerships, to be one of the primary contacts for academic Schools seeking to develop new international partnerships, developing strong working rapport and responsive customer service.
2. Working with AQP and the University's legal team, draft agreements and Memorandum of Understanding, provide feedback on proposals and support Schools in engaging other units within the University on partnership development plans.
3. Support partnership-specific and regional working groups to advance initiatives.
4. Understand and advise on, both internally and externally, complex cultural and academic issues relating to the development of international partnerships.
5. Effectively communicate with relevant areas of Professional Services and the Schools to encourage commitment and support for new initiatives at an early stage.
6. Promote and publicise partnership initiatives, both internally and externally.

**To lead on Communications and Reputation Building through engaging international partners**

1. Develop and deliver a communications plan, to engage international partnerships for the purpose of profile raising and reputation building
2. Ensure streamline and integration of China communication plan
3. Develop and deliver a plan for conference/ workshop series with partners.
4. Lead on the production of GE publications, including [Global Engagement Review](#).
5. Engage key partners in reputation building activities

**To be responsible of institutional level travel including inward and outward visits by**

### **senior delegations for the purposes of partnership development**

1. To support the Head of Global Partnerships in the development of a structured plan for outbound travel by members of the University Executive Group in pursuit of partnership development.
2. To develop detailed and accurate itineraries and briefings, liaising with external partners, and internally with relevant faculty, Schools and Professional Services Units, supported by the Senior Global Partnerships Administrator, and under supervision of the Head of Global Partnerships.
3. To ensure relevant parties are kept abreast of relevant visits
4. To oversee travel arrangements such as visas, insurance, protocol and health and safety, supported by the Senior Global Partnerships Administrator
5. To oversee bookings, including for flights, accommodation, airport transfers, catering etc.
6. To maintain oversight of a dedicated budget for executive travel

### **To implement a series of institutional frameworks that supports the efficient and effective delivery of the University's international partnerships strategy.**

1. Adhere to established guidelines on partnership development and follow approved processes, ensuring that new agreements are developed in line with agreed templates and with input from appropriate units / staff within the University, and that a detailed assessment of potential partners is conducted in support of new business propositions.
2. Work with potential international and UK partners to understand and develop business propositions and review draft agreements / plans, as appropriate.
3. Apply rigorous project management methods to the development and management of all credible leads and projects, including leading on a portfolio of existing and potential partnerships, analysing the costs and benefits of initiatives as they develop.
4. Co-ordinate records of existing partnerships (in consultation with AQP and Head of Global Partnerships), monitoring and reviewing agreements to ensure they are well managed, active and progressing well, and to take corrective action as / when necessary.

### **To develop good working relationships that supports the University's international partnership strategy and delivers excellent customer service.**

1. Work closely with AQP on new partnership developments, progressing initiatives with the appropriate input from Global Engagement office and the broader Academic services on quality assurance matters.
2. Work closely with the International Office team (international recruitment) to understand the individual market context and specific cultural/ environmental considerations for partnership development, ensure the integration of partnership activity with regional marketing strategy, and make certain opportunities are fully exploited.
3. Liaise regularly with relevant sections within the Professional Services, including Admissions, Doctoral School and Academic Services to ensure needs, priorities and existing processes are understood and integrated with new initiatives, and that the

support needs of partnership developments are known and acted upon.

4. Work with communications and marketing teams (including Publications, Web Team, Press and teams in academic units) on promotion of and publicity for a selection of the University's international partnerships initiatives, ensuring material is comprehensive, up to date and relevant.
5. Work with staff in Global Mobility and Global Programmes teams to support the promotion and development of Study Abroad and other programmes for fee-paying visiting students.
6. Work with the Research and Enterprise Division to support Sussex staff in developing research links at partner universities, establishing research networks and, if required, assisting with joint applications for grants.
7. Work with the Development and Alumni Relations Office to support and give consideration to the Department's international alumni strategy when developing international partnerships.
8. Work with overseas offices in priority markets in order to further international partnerships initiatives.
9. Work with the Careers and Employability Centre on partnership initiatives to enhance the employability of Sussex students.
10. Deliver outstanding customer service to prospective / existing partners, third parties and internal stakeholders, particularly academic Schools seeking support for partnership development.

#### **To maintain good relations with external organisations and institutions.**

1. To maintain contacts with institutions and key individuals overseas and in the UK (e.g. British Council, funding bodies, agents, Embassies, Universities UK), with a view to strengthening the University's general profile and identifying opportunities for student recruitment, exchanges and research collaboration through partnerships.
2. To establish networks within the sector of individuals and teams working on similar projects, in order to share good practice and keep abreast of competitive developments.
3. To act as a point of contact for prospective / existing partners, where appropriate, in order to assess the business case for new partnership prospects, negotiate agreements and financial arrangements and provide advice on internal procedures.

#### **To develop team co-operation and a supportive working environment.**

1. Contribute to the development of a positive team-working environment, seeking opportunities to co-ordinate activities.
2. Ensure continued self-development by engaging with staff training programmes.
3. Foster and maintain a collaborative, positive and supportive team culture.

#### **Other duties**

1. Keep abreast of national and international developments and trends in higher education.
2. Occasionally provide support for recruitment and Sussex Abroad Office events, including open days, induction week, and airport welcomes. These may be outside of normal working hours.
3. Support other Global Engagement activities, overseas and within the UK.

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.

**Date Dec 2022**

## 5. Person Specification

### Person specification: International Partnerships Manager

SKILLS/ ABILITIES: Essential Desirable

Tact and diplomacy. with the ability to manage negotiations and convey information concisely and sensitively	X	
Strong interpersonal skills, to build networks, develop effective working relationships with internal and external stakeholders at all levels and communicate priorities confidently and effectively	X	
Excellent communication skills, with the ability to summarise complex information, draft contracts and papers, identify salient points in discussions and present material clearly and articulately	X	
Cultural sensitivity. with the ability to adapt to different ways of working and develop excellent relationships with partners in different countries	X	
Good time management skills, with the ability to schedule tasks, manage projects concurrently and produce consistently accurate work to deadline	X	
Well-developed administrative and organisational skills, including project planning and records maintenance, with a thorough, methodical approach and close attention to detail	X	
Ability to work well as part of a team, supporting colleagues, collaborating on projects and contributing to a positive team environment	X	
Ability to work using own initiative within strategic guidelines, asking questions, reporting on progress and identifying gaps in knowledge/experience	X	
Ability to interpret data and analyse information in order to produce reports	X	

KNOWLEDGE OF: Essential Desirable

Emerging global trends/issues and developments in international higher education, including partnerships	X	
Market trends/ issues and developments in African		X
Types of international programmes, such as Study Abroad/exchange, articulation arrangements or university preparation programmes	X	
Marketing and communications in international education sector		X
Different international education markets and their education systems		X
Quality assurance processes related to international partnerships		X
The University of Sussex, including programmes, internal structures, strategic priorities and ambitions		X
Travel planning and logistics, such as flights bookings, visa applications and time differences		x



EXPERIENCE OF: Essential    Desirable

(Recently) working in higher education or on organisational/strategic partnerships	X	
Developing networks/links internally or externally and representing an organisation to an external audience	X	
Developing and implementing marketing and communications plans		X
Providing a high level of customer service to internal and/or external stakeholders	X	
Producing written reports and/or statistical analysis	X	
Working to deadlines, planning, managing and delivering projects on time	X	
Establishing and managing effective administrative processes	X	
Negotiating contracts/agreements for partners/customers and raising documentation	X	
Working with universities, colleges or schools as partners		X
Supporting or managing research partnerships		X
Producing publicity or marketing material, on- and off-line	x	
Delivering presentations and promoting a product, organisation or idea internally/externally		X
Traveling overseas for work and/or hosting inward international visitors		X
Experience of living and working in Africa for higher education institutions		X

QUALIFICATIONS: Essential    Desirable

A first degree or equivalent qualification	X	
A higher degree or professional qualification		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES: Essential    Desirable

Ability to work under pressure in a dynamic environment	X	
Willingness and ability to travel overseas	X	
Pro-active and positive attitude, with a willingness to ask questions and learn, and an innovative approach to problem solving	X	
Customer focused, with a commitment to providing outstanding service to stakeholders	X	
Credible, with the ability to work effectively at all levels of an organisation	X	

Ability to work flexible and antisocial hours as required, including evenings and weekends	X	
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Date: March 2023