

UNIVERSITY OF SUSSEX

1 Advertisement

Post Title: Head of Global Partnerships

School/department: Communications, Marketing and Advancement

Hours: Full Time. Requests for flexible working options will be considered (subject to business need).

If you would like to discuss flexible working options, please contact Gemma Proudley

g.proudley@sussex.ac.uk

Location: Brighton, UK

Contract: Permanent

Reference: 20808

Salary: starting at £44,414 to £52,841 per annum, pro rata if part-time

Placed on: 05 June 2023

Closing date: 12 June 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: As soon as possible.

We are seeking to appoint a dynamic Head of Global Partnerships to join our Global Engagement Office to cover maternity leave for 1 year. This is an exciting time to be joining us as we build on established growth in international student recruitment and a long history of success in student mobility. Global engagement is now front and centre for the University with a commitment to embed internationalisation in our education and increase our international research profile.

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

You will be responsible for supporting the Associate Director of Global Engagement in the delivery of the University's internationalisation strategy and for identifying and developing new business opportunities that align with its aims in a range of countries.

We're looking for a skilled higher education international partnership practitioner with a track record of delivering and managing international partnerships. You will have demonstrable knowledge of the effective business processes which evaluate and bring partnerships to life whilst ensuring risk mitigation and that relevant quality protocols are met.

You will have a clear understanding of the opportunities and issues relating to international partnership development, including TNE, and be ambitious to build and support the realisation of credible, scalable relationships.

You will develop a thorough knowledge of Sussex's portfolio and capabilities and make smart recommendations for where these might be best aligned with those of peer institutions and/or nations' economic and development aims. In addition to our proven track record in humanitarian, health and international policy impacts, we are keen to increase to focus our innovative, socially-minded ethos on business and industrial activities and on developing globally intelligent professionals.

Working closely with the Interim Associate Director of Global Engagement you will manage the work of three Global Partnerships Managers, and a Partnerships Development Manager based in China. A Global Partnerships Administrator also supports the team.

You will work alongside the Head of Global Mobility and Head of Global Programmes and in cooperation with the Interim Associate Director of the International Office and the team responsible for international recruitment. Internally, you will be an institutional advocate for the value of global engagement to the wider University community.

Externally, you will work with international institutions, ministries, embassies and other relevant bodies and forums to ensure recognition of Sussex's Global education, research and engagement. Based within the Division of Communications, Marketing and Advancement the post-holder will be a member of the Divisional leadership team, supporting the Director. The post-holder will work closely with the Director of Student Recruitment, Admissions and International Development and (interim) University Executive lead on International until a new Pro-Vice-Chancellor Civic and Global Engagement is appointed in Autumn 2023, to implement the objectives set out in the University's Internationalisation strategy.

The post is offered on a full-time, basis for a period of 1 year to cover maternity leave.

2. Job Description for the post of Head of Global Partnerships

Department	Communications, Marketing and Advancement
Division	Global Engagement
Location	Bramber House, University of Sussex
Grade	8
Responsible to	Interim Associate Director of Global Engagement
Responsible for:	Global Partnerships Managers x3, Partnerships Development Manager x 1 (based in China), Global Partnerships Administrator x 1.

Purpose of the post:

1. To support the work of the Interim Associate Director of Global Engagement, Director of Student Recruitment, Admissions and International Development (SRAID) and PVC (Global and Civic Engagement) in the implementation of Sussex's internationalisation strategy and manage the Global Partnerships team within the Global Engagement office. This will include developing an operational plan to implement the Strategy in terms of the development of international partnerships and transnational education provision.
2. To manage and develop a comprehensive partnership portfolio to include global networks, global research, teaching partnerships and global opportunities for students.
3. To lead the development, maintenance, and support for Sussex's existing international partnerships.
4. To support the Interim Associate Director of Global Engagement and the Director of Student Recruitment, Admissions and International Development in the delivery of operational excellence and a high level of professional service to all stakeholders involved in the implementation of the Strategy. The post holder will support the implementation of change management processes and have the capability to be both results orientated and pioneering.
5. To work collaboratively with colleagues in the Global Engagement Team, the International Office and across the institution to ensure a shared understanding and a joined-up approach to the successful implementation of the Internationalisation Strategy in line with the University's Strategic Framework.
6. To shape and guide strategy implementation and work with colleagues across teams to develop a comprehensive cross channel communications and marketing strategy to enhance Sussex's Global reputation.

Key Working relationships: Interim Associate Director of Global Engagement, Interim Associate Director of International Office, Head of Global Mobility, Head of Global Programmes, Director of SRAID, PVC (Global and Civic Engagement), Heads of School, Professional Services staff including the Student Experience, External Relations, Alumni etc.

Main Duties

Partnerships

1. Lead business development, management and delivery of international partnerships which support the realisation of the University's global strategic aims. To include increasing TNE activity with reputable partners who share Sussex's aims and values.
2. Manage existing TNE partnerships which includes, but is not limited to, risk management, recruitment, adhering to legal and quality requirements, finance and partnership management.
3. Provide efficient information management to enable compliant central record keeping, insightful management of information, accurate data reporting and sharing and to aid effective partnership performance monitoring.
4. Ensure a current understanding of QA process and procedures pertaining to international partnerships and review partners and agreements accordingly to ensure compliance.
5. Work effectively with schools and research colleagues – provide advice for the development of school-specific partnerships.
6. Lead high level professional support for executive level visits external and inbound. Also, advise regarding the coordination of international partnership development visits by Sussex academic staff to ensure a joined-up approach and efficient use of University funds.
7. In consultation with the Interim Associate Director of Global Engagement and Director of SRAID set priorities and deliver appropriate professional development for members of the University community in relation to partnerships.
8. Provide regular updates to the Interim Associate Director of Global Engagement, and other stakeholders as appropriate, regarding partnership progress and performance flagging any difficulties and budget issues.
9. Liaise and build relationships with key individuals and organisations in the UK and overseas (e.g. British Council, funding bodies, Commissions, Embassies, Education UK) to strengthen Sussex's stakeholder reputation.
10. Provide expertise in international partnership development and cultivate University wide commitment by developing a shared understanding of the importance of global engagement and fostering working relationships to aid delivery of the aims of the Internationalisation Strategy.
11. Undertake market horizon scanning and maintain an awareness of trends and sector/government policy to inform response, portfolio development and to spot partnership and commercial opportunities that further and fulfil Sussex's global engagement ambitions – making recommendations as appropriate.
12. Manage the international partnerships budget and ensure Global Partnership activity is underpinned by effective administrative processes to provide excellent customer service to all partners, staff and students including high-level operational support for programme delivery.
13. To visit strategically important markets and partner institutions, as directed, on matters related to partnership and University global engagement.
14. In consultation with the Interim Associate Director of the International Office work to collaboratively support partnership agreements in relevant regions to feed international recruitment.

Leadership and line management

15. Deputise for Interim Associate Director of Global Engagement as required.
16. Manage the Partnerships staff within the Global Engagement Team providing effective guidance, mentoring and line management support. Develop a collaborative, supportive culture of professionalism and service excellence.
17. Promote teamwork and multiskilling and proactively plan and monitor team workload to make best use of resources and skills to ensure both Global Engagement Team objectives and service users' needs are met.
18. Where relevant provide mentoring and direction for other Officers involved in recruitment partnership development and/or staff in overseas offices supporting global engagement.
19. Ensure continued professional-development and advancement of staff capabilities through constructive coaching and enabling involvement in relevant in-house training and through other participation via conferences and professional networks.
20. Promote and provide leadership to foster academic engagement and cross-departmental working via regional interest groups or activity/partnership-specific working groups.

Marketing and Communication

21. Support the Interim Associate Director of Global Engagement and Director of SRAID in working with communications and marketing teams in Communications and Marketing to ensure the delivery of an effective communications strategy to enhance the University's global reputation.
22. Work with colleagues to ensure that all collateral and online presences pertaining to Global Engagement, including social media channels, are current and effective.
23. Communicate effectively internally with Academic Schools and Professional Services as relevant and to ensure internal understanding and buy-in for initiatives and consistent messaging regarding global strengths.
24. Work closely with the Development & Alumni Relations Office to support and give consideration to the international alumni support; when developing international partnerships.

Other

25. Overseas travel as required to represent Sussex to international partners and to assess and manage partnership opportunities.
26. Represent the University externally to groups and forums as requested (e.g. EAIE, BUILA, UUK, NAFSA etc), maintain good strategic relationships with outside organisations and initiate appropriate collaborative projects with these partners.
27. Participation in student recruitment, international student support and other large-scale on-campus recruitment events, including undergraduate open days, induction week events, airport welcomes and cultural events. This may include occasional work at weekends where prior notice will be given.

This Job Description sets out current duties of the post that may vary in line with business needs without changing the general character of the post or the level of responsibility entailed.

3. Person Specification

UNIVERSITY OF SUSSEX

Person Specification for the post of: Head of Global Partnerships

SKILLS / ABILITIES

	Essential	Desirable
Strong leadership skills, a collaborative management style with the ability to enable staff to work to strengths, identify areas for development and foster a flexible team approach needed for work in a dynamic area.	X	
Well-developed administrative and organisational skills are essential, including skills in project planning, management and evaluation, financial and budget management.	X	
Demonstrable ability to build wider communities of practice and advocacy for the work of the Global Engagement Office to ensure efforts and resources are coordinated to best effect.	X	
An ability to develop and manage plans of work within the context of the Divisional Strategy in support of the University's overall aims	X	
Exceptional interpersonal skills with a high level of cultural and emotional intelligence.	X	
Effective negotiating skills with the ability to positively influence senior management and external stakeholders in order to achieve business objectives.	X	
Proven ability to write concise, convincing strategic reports, proposals, business cases and planning documents for internal sponsors.	X	
Strong written and oral communication skills with experience of presenting to internal and external stakeholders at all levels.	X	
Ability to nurture and embed into working practices a culture of creativity and innovation that encourages the sharing of ideas and the pursuit of continuous improvement.		X
Strong ability to understand and analyse multi-level data and information enable impact monitoring and to identify issues and prioritise the resulting actions / responses required.		X
Fluency in or working competency of a relevant second language.	X	
The ability to work under pressure in a dynamic environment.	X	

KNOWLEDGE

	Essential	Desirable
A comprehensive understanding of different types of international partnerships and transnational education models.	X	
Current knowledge of the UK university and wider international education sector and the opportunities and challenges in relation to student mobility and partnership development.	X	
Experience of spotting opportunities for portfolio development and advising re programme design and delivery.		X
Knowledge of pre-entry International programmes, such as foundation, diploma and Pre-Masters programmes, progression route and opportunities for articulation.	X	
Knowledge of current quality codes pertaining to UK HEI international collaborations and similar regulatory environments of major overseas ministries.		X
High level of computer literacy in common IT packages.	X	
A knowledge of Project Management techniques, and demonstrable experience of planning, managing and delivering marketing related projects on time.	X	
Knowledge of promoting International Summer School programmes, exchange opportunities and collaborative programmes overseas.		X

EXPERIENCE

	Essential	Desirable
An experienced International Partnerships practitioner with significant experience of developing and implementing effective global HE partnerships within a strategic framework.	X	
Experience of successfully leading, motivating and managing a team through change in a complex organisation.		X
Experience of working at a senior level to develop Strategic plans in order to meet institutional objectives.	X	
Demonstrable understanding of issues relating to internationalisation of and in the Higher Education sector.	X	
Experience of due diligence and risk management in international partnership development.	X	
Experience of setting budgets and monitoring financial targets and demonstrable experience of delivering timely results on budget.	X	
Experience of either producing marketing-communications collateral on and off line and using social platforms, or similarly working with relevant colleagues, to promote activity and enhance global reputation.	X	

Experience of using CRM and/or management information systems for mobility and partnership agreements.		X
--	--	---

QUALIFICATIONS

	Essential	Desirable
Undergraduate degree.	X	
Relevant PG degree such as International Relations /development, International Marketing and Education Management.		X
Professional qualifications, e.g. CIM or CIPR and project management qualification such as PRINCE II or equivalent could be advantageous.		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
High level of creativity, innovation and initiative balanced and informed by an understanding of institutional priorities, sustainability, resource and budget implications.	X	
Prepared to travel overseas up to 8 weeks per annum with work in the evenings (hosting overseas visitors) and occasional weekend work (when overseas and open days).	X	
An ability to be the external face of the institution overseas and to represent the University to a range of audiences.	X	
Exemplify and instil a strong ethos of ownership, responsibility, accountability and service along with a culture that wants to deliver impact through results.	X	
A team player willing pitch in and to lend support, where possible, to wider team, initiatives and groups across the University as appropriate.	X	