

## Partnerships Officer

<b>Responsible to:</b>	Head of Strategic Partnerships
<b>Directorate:</b>	Universities UK International (UUKi)
<b>Salary:</b>	Operational 1
<b>Hours:</b>	35 per week
<b>Term:</b>	Permanent

### **Job Summary:**

We are currently looking for a Partnerships Officer to join the Partnerships and Mobility team within Universities UK International (UUKi). The post holder will have the opportunity to work on a broad range of high-profile and varied international partnership development activities, within a fast paced but supportive team environment. Key responsibilities include leading on the implementation of the Mitacs UK-Canada outward student mobility scheme, supporting the development of partnerships between UK and partner countries of the UK Government's Newton Fund programme and management of the International Research Development Network (IRDN) secretariat functions.

Working closely with the Head of Strategic Partnerships and Partnerships Manager, the post holder will also support preparation of reports and updates for stakeholders and will play a key role in communicating international funding and partnership opportunities to UK universities.

### **Main responsibilities:**

1. Working with the Partnerships Manager, deliver a high-quality partner matching service for Newton Fund applicants, requiring liaison with academic staff at UK universities and overseas researchers/students, to facilitate new connections and enable international research collaboration
2. Day-to-day management of the Newton Fund partner matching service, ensuring accurate record keeping and ongoing monitoring and evaluation of the service
3. Liaison with the British Council in-country teams and other Newton Fund delivery partners as required, to ensure accuracy of information on funding opportunities and to increase engagement with UUKi led activities and services
4. Horizon scanning for new research funding calls and production of funding bulletins and maintaining UUKi's online of the Gateway to International Opportunities webpage resource
5. Project lead for the UK-Canada Globalink outward student mobility programme, delivered in partnership with the Canadian funding agency Mitacs. Includes coordinating UK participation in the programme, acting as the contact point for universities and students participating in the scheme and liaising with Mitacs to ensure successful delivery of the programme

6. Secretariat management of the International Research Development Network (IRDN); organising bi-annual meetings and supporting communications, outreach and engagement activities with membership throughout the year
7. Working with the External Affairs team to ensure that information on the UUKi website relating to the partnerships' portfolio is relevant, up to date and clearly communicated for any potential applicants
8. Prepare written updates or reports on the progress of any initiatives as required for UUK boards, funders, government stakeholders or for other evaluation purposes.
9. Support the delivery of other externally-funded projects and activities being delivered by the partnerships team as required
10. Undertake any other duties that may be required from time to time by the Head of Strategic Partnerships or Assistant Director, Partnerships and Mobility.

This job description may be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

**Person Specification: Partnerships Officer**

	<b><u>Description</u></b>	<b><u>Assessment</u></b>
<b>Qualifications</b>	<b>Essential</b> <ol style="list-style-type: none"> <li>1. A degree or equivalent level qualification</li> </ol>	Application
<b>Work experience</b>	<b>Essential</b> <ol style="list-style-type: none"> <li>2. Experience of organising meetings and/or events</li> <li>3. Experience of delivering high quality customer/client service and care</li> </ol> <b>Desirable</b> <ol style="list-style-type: none"> <li>4. Experience of working on international projects or initiatives</li> <li>5. Experience of working on international scholarship, fellowship or mobility schemes</li> </ol>	Application & interview  Application & interview  Application & interview  Application & interview
<b>Knowledge</b>	<b>Desirable</b> <ol style="list-style-type: none"> <li>6. An understanding of the UK Higher Education sector and/or research funding environment</li> </ol>	Application & interview

<b>Skills</b>	<p><b>Essential</b></p> <p>7. Excellent organisational and planning skills</p> <p>8. Strong interpersonal and intercultural skills, with the ability to build effective working relationships with a variety of stakeholders</p> <p>9. Demonstrable ability to plan and manage own time and to effectively manage multiple activities concurrently</p> <p>10. Ability to communicate effectively with a wide range of audiences, including non-native English speakers</p> <p><b>Desirable</b></p> <p>11. Strong numeracy skills and familiarity with Microsoft Excel</p> <p>12. Understanding and experience of project and programme management principles</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p> <p>Application &amp; interview</p> <p>Application &amp; interview</p> <p>Application</p> <p>Application &amp; interview</p>
<b>Other</b>	<p><b>Essential</b></p> <p>13. Understanding of and commitment to diversity as set out in UUK's equality and diversity policy</p>	<p>Application</p>