

Head of Strategic Partnerships

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| Reports to: | Assistant Director, Partnerships & Mobility |
| Line management: | (2) Partnerships Manager, Partnerships Officer |
| Directorate: | Universities UK International (UUKi) |
| Salary: | £51,427 |
| Hours: | 35 per week |

Job summary

This is a key role in UUKi which contributes to Universities UK's strategic aim of establishing UK universities as global leaders in international education. The post holder will manage UUKi's portfolio of external contracts, whilst working to scope and develop new opportunities that provide both value-added opportunities for the UK higher education sector, (in research, student mobility or knowledge exchange) and also income generation to support UUKi's global roster of activities.

You will be a self-supporting, well-networked and tenacious individual with a clear grasp of the UK higher education funding landscape to i) ensure continued successful delivery of UUKi's existing contracts and ii) to scope and develop new programmes and opportunities working in partnership with key stakeholders. You will manage a team of two full-time staff and occasional additional staff as new contracted programmes require.

Job Description

1. Lead and manage successful delivery of UUKi's existing portfolio of contracts, working with stakeholders and supported by a team of two
2. Lead on the identification and development of new opportunities to support UK higher education international research collaboration and/or academic mobility
3. Manage the design, implementation and delivery of new partnership agreements (including contract negotiations), ensuring that the programme objectives are met and delivering added value and high-quality service to the UK HE sector
4. Lead on the development of proposals and business cases to secure external funding in support of programme activity where required
5. Programme manage UUK's Enhancing International Partnerships programme of work, including the development of programme plans and all reporting requirements
6. Line management and professional development of the Partnerships team
7. Work with UUKi regional policy leads and the Head of International Engagement to scope out new opportunities for the HE sector
8. Build and maintain stakeholder relationships
9. Responsible for reporting of activities to stakeholders, Boards and funding agencies, as required
10. Working closely with the Assistant Director, Partnerships and Mobility, ensure that there is cohesion between programme delivery and its supporting resources
11. Any other duties required by the Director or Assistant Director, cognate with the areas listed above

PERSON SPECIFICATION

| Essential/ Desirable | QUALIFICATIONS AND TRAINING | ASSESSED |
|---------------------------------|---|------------------------------------|
| | A. WORK BACKGROUND AND EXPERIENCE | |
| <i>Essential</i> | A degree or equivalent experience. | <i>Application Form</i> |
| <i>Essential</i> | Demonstrable programme management experience, ideally experience in delivering more than one programme simultaneously. | <i>Application Form/interview</i> |
| <i>Essential</i> | Demonstrable experience of managing programme budgets and finances. | <i>Application Form/ Interview</i> |
| <i>Essential</i> | Experience managing international partnerships | <i>Application Form/Interview</i> |
| <i>Desirable</i> | Line management experience | <i>Application Form/Interview</i> |
| <i>Desirable</i> | Experience negotiating contracts | <i>Interview</i> |
| | B. SKILLS AND APTITUDES REQUIRED | |
| <i>Essential</i> | Strong stakeholder relationship management skills | <i>Application Form/ Interview</i> |
| <i>Essential</i> | Demonstrable business development acumen | <i>Interview</i> |
| | C. SPECIALIST KNOWLEDGE REQUIRED | |
| <i>Essential</i> | Experience of working in the UK higher education sector | <i>Application Form/ Interview</i> |
| <i>Essential</i> | An understanding of the UK higher education funding landscape, particularly as it relates to international research collaboration | <i>Interview</i> |
| <i>Desirable</i> | Proficiency/knowledge of one or more foreign languages | <i>Application Form/Interview</i> |
| | D. PERSONAL QUALITIES | |
| <i>Essential</i> | Excellent interpersonal skills and intercultural awareness | <i>Application Form/ Interview</i> |