

## **Job advertisement**

<b>Post title:</b>	Partnerships Manager
<b>Responsible to:</b>	Head of Strategic Partnerships
<b>Directorate:</b>	Universities UK International (UUKi)
<b>Location:</b>	London
<b>Salary:</b>	£38,015 - £43,391
<b>Post type:</b>	Fixed term (to 31 July 2023)

### **Job Summary:**

This is a role in the Partnerships and Strategic Insight team at Universities UK International (UUKi) where your key role will be the development, management and implementation of new and existing partnerships and/or programmes which benefit the UK higher education sector, including supporting UUKi's work on the UK-Ukraine twinning scheme. You will be a goal orientated, strategic thinker with exceptional project management skills and an eye for detail.

Working closely with the Head of Strategic Partnerships, you will be primarily involved in the development and delivery of a new funding scheme under contract to one of UUKi's main strategic partners. Programme delivery includes all aspects of the development and implementation of contract work streams for UUKi, from programme design and setting up work flows, to financial management and reporting on programme impact. You will be involved in supporting design and delivery of other UUKi funded programmes.

You will also play a key role in developing and maintaining excellent relationships with stakeholders, including UK government officials, partner organisations (both in the UK and globally), funding bodies and UK universities.

The successful candidate would need to be able to start by week commencing 3 October 2022.

**Closing date:** 23 August 2022

**Interview date:** 1 September 2022

### **Main responsibilities:**

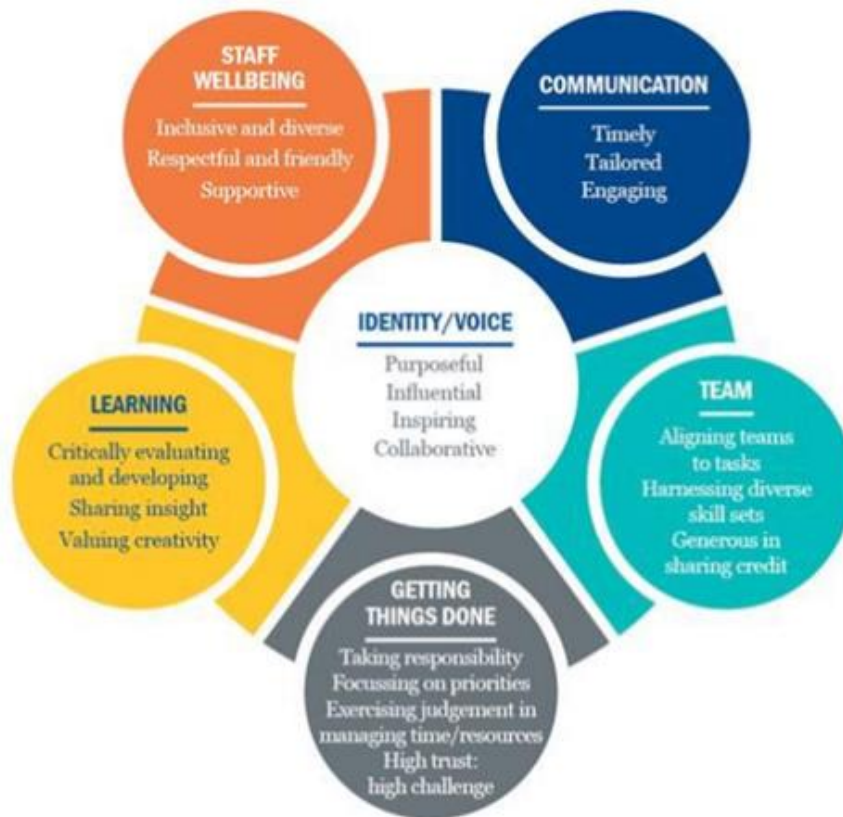
The Partnerships Manager will:

1. Be responsible for the day-to-day management and delivery of existing and new high-value partnership schemes and programmes being implemented by UUKi, including supporting the delivery of UUKi's work on the UK-Ukraine university twinning scheme.

2. Develop and manage relationships with a variety of stakeholders, building the organisational networks through targeted outreach activities and working with partners/funders to solve any issues and communicate programme needs.
3. Support the Head of Strategic Partnerships in the scoping and development of new opportunities for the UK sector as they emerge, preparing business cases, funding proposals and project documentation in support of new opportunities, as required.
4. Work as part of the wider UUKi team to liaise with partner organisations in UK and overseas to identify and build opportunities for partnership related activities.
5. Lead on the development and improvement of effective work flows, systems, and processes as they relate to new and existing UUKi partnership programmes. This includes designing and developing relevant programme documentation and other resources.
6. Proactively identify opportunities and risks in relation to programme delivery, developing action plans and strategies to mitigate risk, and devising solutions to ensure successful project delivery.
7. Work closely with the Head of Strategic Partnerships and the UUK finance team to ensure robust financial and contractual management and reporting of schemes under UUKi's responsibility, ensuring records are kept accurately and appropriate reconciliation with Finance Office records is completed.
8. Prepare written updates or reports on the progress of any initiatives as required for the UUK board, advisory committees, funders, government stakeholders or for other evaluation purposes.
9. Work with the Head of Strategic Partnerships to set up the relevant frameworks and agreements to allow expansion and sustainability of the UUKi Partnerships programme portfolio.
10. Undertake any other duties as required by the Head of Strategic Partnerships or Assistant Director, Partnerships and Strategic Insight.

*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.*

## UUK Values and Behaviours



### Person Specification

#### Skills, competencies and experience:

	<u>Description</u>	<u>Assessment</u>
<b>Qualifications</b>	<p><b>Essential</b></p> <p>1) A degree or equivalent level qualification</p>	Application
<b>Work experience</b>	<p><b>Essential</b></p> <p>2) Demonstrable programme or scheme management experience</p> <p>3) Experience of working on international projects, particularly those with a focus on mobility, e.g. student exchanges, scholarship or fellowship schemes</p> <p>4) Experience of managing programme budgets and finances</p> <p>5) Experience of delivering high quality customer service and stakeholder relationship management</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p> <p>Application &amp; interview</p> <p>Application &amp; interview</p>

<b>Knowledge</b>	<b>Essential</b> 6) An understanding of the UK Higher Education sector  7) An understanding of the funding landscape, particularly as it relates to international research collaboration	Application & interview  Application & interview
<b>Skills</b>	<b>Essential</b> 8) Strong numeracy and literacy skills  9) Strong interpersonal and intercultural skills  10) Excellent attention to detail and ability to multitask  11) Flexibility, including the ability to proactively adjust priorities and seek alternative approaches to produce solutions	Application & interview  Application & interview  Application & interview  Application & interview