

Partnerships Officer

Responsible to:	Head of Strategic Partnerships
Directorate:	Universities UK International (UUKi)
Salary:	£30,572-£33,969 per annum
Hours:	35 per week
Term:	Permanent

Job Summary:

We are currently looking for a Partnerships Officer to join the Strategic Partnerships 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 and delivery of contracted partnerships between UK and partner countries, management of the UUKi's Global Research and Innovation Network (GRIN) secretariat functions and management of the Global Research and Innovation Funding Gateway.

Working closely with the Head of Strategic Partnerships and Partnerships Manager/s, 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.

Closing date: 30 January 2023

Interview date: 16 February 2023

Main responsibilities:

The Partnerships Officer will:

1. Project lead for the UK-Canada Globalink Research Internship programme for UK undergraduate students, 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.
2. Project lead for at least one other UUKi externally-funded programme requiring liaison with academic staff at UK universities and overseas agencies/researchers/students, to facilitate new connections and enable international research collaboration, day-to-day management, ensuring accurate record keeping and ongoing monitoring and evaluation of the service.
3. Support the delivery of other externally-funded programmes and activities being delivered by the Strategic Partnerships team as required.
4. Liaison with the British Council (including the in-country teams), UK Research and Innovation (UKRI), the Academies and other delivery partners as required, to

ensure accuracy of information on funding opportunities and to increase engagement with UUKi led activities and services.

5. Horizon scanning for new research funding calls and production of funding bulletins and maintaining UUKi's Global Research and Innovation Funding Gateway webpage resource.
6. Secretariat management of the Global Research and Innovation Network (GRIN), 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 Strategic Partnerships' portfolio is relevant and up to date.
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. Undertake any other duties that may be required from time to time by the Head of Strategic Partnerships or Assistant Director, Partnerships and Strategic Insight.

Values and Behaviours



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:

Skills, competencies and experience:

	<u>Description</u>	<u>Assessment</u>
Qualifications	<p>Essential</p> <p>1. A degree or equivalent level qualification</p>	Application
Work experience	<p>Essential</p> <p>2. Experience of delivering high quality customer/client service and care</p> <p>3. Experience of organising meetings and/or events</p> <p>Desirable</p> <p>4. Experience of working on international projects or initiatives</p> <p>5. Experience of working on international scholarship, fellowship or mobility schemes</p>	<p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p>
Knowledge	<p>Desirable</p> <p>6. An understanding of the UK Higher Education sector and/or research funding environment</p>	Application & interview
Skills	<p>Essential</p> <p>7. Excellent organisational and planning skills</p> <p>8. Strong numeracy and literacy skills, including developing budget or similar and writing reports</p> <p>9. Strong interpersonal and intercultural skills, with the ability to build effective working relationships with a variety of stakeholders</p> <p>10. Demonstrable ability to plan and manage own time and to effectively manage multiple projects and activities concurrently</p> <p>Desirable</p> <p>11. Understanding and experience of project and programme management principles</p>	<p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p> <p>Application & interview</p>