

# ACADEMIC PARTNERSHIP MANAGER



School/Department:	Academic Partnerships (International and UK)
Grade:	8
Reports to:	Head of Partnerships (Farnham) / Senior Academic Leadership Partner-LCCA (Canterbury)
Responsible for:	Direct/Indirect Reports None at present
Job Summary and Purpose:	To act as a key account manager for UCA's global partners, in support of UCA's institutional strategy and the global partnerships strategic plan.

## 1 KEY RESPONSIBILITIES

- To be the primary administrative contact for UCA's global partners, in support of UCA's institutional strategy and the global partnerships strategic plan. This will require the postholder to develop deep and mutually beneficial, long-term relationships for the University.
- To be an advocate for UCA's global partners, ensuring that they receive appropriate support from other UCA stakeholders in campus schools and professional services. This will also require the role-holder to ensure that our processes and systems are as efficient and agile as possible to support the day-to-day implementation and the future growth of our partnerships, while monitoring and mitigating risk as required.
- To ensure that UCA's global partners are aware of, and comply with, UCA's policies and processes, and to ensure that our related partnership administration is kept up-to-date in relation to all internal and external requirements. This will include: sharing branding guidelines and monitoring partner publicity and marketing materials; updating our externally facing webpages to reflect our partnerships; updating and maintaining internal webpages with information and policies to support partnership management; and working with colleagues across UCA to prepare reports as required.
- To coordinate the planning for, and execution of, partner events and inward/outward visits including validations, reviews, Link Tutor visits, and graduations. This may also require occasional UK and overseas travel, and drafting briefs, speeches and reports as needed.

- To seek continuous improvement in partnership management, to share best practice across partnerships and within UCA, and to become recognised as a trusted contact both for partners and for internal colleagues as the voice of authority on partnership management at UCA.

## **2 RESPONSIBILITIES OF ALL STAFF**

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
  - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
  - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
  - To promote equality, diversity and inclusion in your performance of your duties.
  - To actively participate in learning and development to meet the requirements of your role and the University.
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### 3 SELECTION MATRIX

#### Representative Knowledge, Skills and Experience – Grade 8

1	Degree level qualification, often with some post graduate education such as a professionally accredited course, or equivalent experience acquired through a combination of vocational training and considerable on the job experience	X		x
2	Comprehensive knowledge of work practices, procedures, systems and equipment as required to be able to advise others on their application and provide first line advice and guidance to customers	X		
3	Working knowledge of the activities of other areas of the University as relevant to the role	X		
4	Experience of responding independently to unforeseen problems and situations	X		x
5	Proven written and verbal communication skills	X		x
6	Proven management skills	X		x

#### Role Specific Knowledge, Skills and Experience

		Essential	Desirable	Used to shortlist
7	Proven experience in selecting, developing, implementing, monitoring, and supporting, academic partnerships, preferably across multiple countries.	x		x
8	Experience in project management and drafting contracts.		x	

#### Personal Attributes and Behaviours

9	A problem-solver who is an excellent communicator with a keen eye for detail.	x		x
10	A high degree of intercultural competence, and the ability to prioritise activities within a high workload.	x		x

Does the role require a DBS? NO