

Job Description

General Details	
Job title:	Collaborative Academic Partnership Manager (CAP17/01)
School/Service:	Collaborative Academic Partnerships
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 9
Date Prepared:	December 2017

Job Purpose
<p>To be responsible for the co-ordination, operational management and development of collaborative academic partnership activity both in the UK and overseas</p> <ul style="list-style-type: none"> To manage and support the strategic development of collaborative academic partnership activity, in accordance with the University's Collaborative Partnerships Strategy and to take a leading role in working with and across the six Schools of Staffordshire University in collaborative academic partnership planning, review and approval To manage and lead collaborative academic partnership teams (SU and partner) engaged in the development and delivery of the collaborative academic partnerships portfolio To raise the profile of the collaborative academic partnership portfolio both within the University and externally (UK, EU and internationally) To manage projects and facilitate collaboration within the Schools, Services, University and with employers on collaborative academic partnership activity in conjunction with the Collaborative Academic Partnership Office To support and/or lead the development of new collaborative academic partnerships and awards as directed by the Collaborative Academic Partnerships Office To take responsibility for a specific portfolio of collaborative academic partnerships (to be determined by the Director of Collaborative Academic Partnerships) and to develop and lead activities with other members of the Collaborative Academic Partnerships Office as required

Relationships	
Reporting to:	Director of Collaborative Academic Partnerships
Responsible for:	N/A

Main Activities

- a) To lead and manage a portfolio of collaborative academic partnerships (UK and/or International) which will vary over time;
- b) To undertake a leading role in developing and managing the collaborative academic partnerships portfolio, reporting to the Director of Collaborative Academic Partnerships on key performance indicators and the ongoing health and risk of collaborative academic partner relationships;
- c) To manage and coordinate partnerships activities nationally and internationally including reputation management, working with Schools and Services;
- d) To work with School link tutors on the portfolio of collaborative academic partnerships, recommending and supporting developments, using the partner engagement framework, sharing good practice within the university, drawing on sector best practice;
- e) To support the development of relationships with new and existing collaborative academic partners and manage those in termination, as directed by the Director of Collaborative Academic Partnerships;
- f) To actively represent Collaborative Academic Partnerships at School meetings, including School Academic Committees, Senior Management Team meetings, periodic reviews, development activities and other related committees/working groups;
- g) To work with the Quality Enhancement Service (QES) and partner Quality functions to lead and manage the approval and review processes of the Schools' courses that are delivered in partnership;
- h) To work with central Marketing and partner Marketing to ensure activity is co-ordinated, particularly around marketing, CMA compliance and admissions;
- i) To work with the Registrar and Student Academic Services, the Schools and the Head of Corporate Information to ensure compliance with UK regulation and support regulatory, external agency and PSRB returns;
- j) To lead and work closely with subject groups and course teams to ensure smooth and efficient operational management of academic collaborative partnership activities;
- k) To ensure that agreed admissions criteria are upheld and that appropriate admissions processes are in place and are followed in collaborative academic partner institutions;
- l) To ensure that University Accreditation of Prior Learning process is being applied properly and consistently in collaborative academic partner institutions;
- m) To work with course teams to ensure effective two-way communication across University, and with collaborative academic partner organisations on all partnership activities;
- n) To ensure that collaborative academic partnerships proposals and ongoing relationships are efficiently resourced and financially viable, working with Director of Collaborative Academic Partnerships, Deans of Schools, Dean of Students, Finance and Legal;
- o) To support the Director of Collaborative Academic Partnerships and Deans of Schools in developing capacity and capability within the subject groups to enable wider School engagement in collaborative academic partnership activities, supported by the engagement framework;
- p) To liaise with staff in Schools and Services to further develop academic collaborative academic partnerships and share and embed good practice'
- q) To maintain and develop expertise in collaborative academic partnerships under the general guidance and oversight of the Director of Collaborative Academic Partnerships.
- r) To exercise a high standard of scholarship and, working with colleagues, develop an inclusive team-oriented approach to collaborative academic partnership activity.
- s) To deputise for the Director of Collaborative Academic Partnerships as required.
- t) To undertake duties other than those specified above as may be reasonable requested from time to time by the Director of Collaborative Academic Partnerships.
- u) To carry out a high standard of relevant Health and Safety Practice.
- v) To undertake appropriate personal and academic scholarship and development.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.