

Job Description

Job title	Collaborative Academic Partnerships Manager (CAP18-15)
Service	Collaborative Academic Partnerships
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 9
FTE	1.0fte
Date Prepared	March 2019

Job Purpose

- To be responsible for the co-ordination, operational management and development of collaborative academic partnership activity both in the UK and overseas
- To manage and support the strategic development of collaborative academic partnership activity, in accordance with the University's Collaborative Partnerships Strategy.
- 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 SU provision at partner organisations.
- 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.
- To support and/or lead the development of new collaborative academic partnerships and awards as agreed through the University planning process.
- To take responsibility for a specific portfolio of collaborative academic partnerships and to develop and lead activities with other members of the Collaborative Academic Partnerships team, Professional Services and Schools as required

Relationships

Reporting to: Director of Collaborative Academic Partnerships

Main Activities

- a) To lead and manage a portfolio of collaborative academic partnerships (UK and/or International) and be the key University lead in the management of these relationships;
- 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 Academic Link Tutors to ensure that the University has appropriate oversight of the academic standards and the student experience where University provision is delivered through a collaborative academic arrangement;
- e) To work closely with the six academic schools and the 'school and colleges liaison' team to ensure a co-ordinated approach to progression to courses at the University from students studying at Collaborative Academic Partners;
- f) To work closely with the six academic schools and the International Development team to ensure a co-ordinated approach to progression to the University's UK campuses for students from our Collaborative Academic Partnerships;
- g) To lead 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;
- h) 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;
- i) To play a central role in the management of Partnership Approval and Review Events and to work with the Quality Enhancement Service (QES) at the University to lead and manage the approval and review processes of the Schools' courses that are delivered in partnership;
- j) Working with the University Marketing team and the Collaborative Academic Partnerships Officers, ensure that any partner marketing and publicity activity is co-ordinated and complies with CMA guidance and best practice across the sector;
- k) To work with colleagues across the Professional Service areas to ensure compliance with all statutory and PSRB returns relating to Collaborative Academic Partnerships
- l) To ensure that agreed admissions criteria are upheld and that appropriate admissions and accreditation of prior learning processes are followed in collaborative academic partner institutions;
- m) Working with the Director of Collaborative Academic Partnerships, Deans of Schools, Finance and Legal teams to ensure that all new collaborative academic partnerships proposals and ongoing relationships are properly costed and efficiently resourced to provide maximum benefits for the University;
- n) Working with colleagues in the Collaborative Academic Partnership Service, to lead on the development and implementation of training/staff development for internal and external colleagues to ensure high quality, efficient and effective operations of the University's collaborative academic partnerships and to share and promote best practice;
- o) To deputise for the Director of Collaborative Academic Partnerships as required;

- p) To undertake duties other than those specified above as may be reasonable requested from time to time by the Director of Collaborative Academic Partnerships.
- q) To carry out a high standard of relevant Health and Safety Practice and to undertake appropriate personal and academic scholarship and development.

Special Conditions

The post holder will be required to undertake significant travel and represent the University both in the UK and overseas as required

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.