

Job Description and Person Specification



General Details

Job title:	Dean of Partnerships (P19-01)
School/Service:	Partnerships
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	To be negotiated with successful candidate
Date Prepared:	August 2019

Relationships

Reporting to:	Pro-Vice Chancellor (Place and Engagement)
Responsible for:	<ul style="list-style-type: none">• Head of Employer Partnerships and Development• Head of Student and Graduate Employability• Head of Development and Alumni Relations• Director of Collaborative Academic Partnerships• Associate Dean - Apprenticeships

Job Purpose

As a Connected University, Staffordshire is student focused and civically engaged. Our partnerships operate at local, regional, national and global level and are of critical importance to our Connected University Strategy. The Dean of Partnerships is a member of the University Senior Leadership Team and will provide strategic leadership for the current and future development, delivery and impact of our University Partnerships.

Reporting to the Pro Vice-Chancellor (Place and Engagement), the Dean will provide strategic direction for our partnership activity ensuring effective engagement of our Connected University with external partners to deliver positive impact for our students and our civic stakeholders aligned to agreed KPIs. The Dean will line-manage staff in Partnership Services, fostering strong and effective working relationships across our University for partnership development and delivery. The Dean of Partnerships will work closely with the Dean of our Staffordshire Business School ensuring strong alignment of our engagement with local and regional businesses, maximizing the place-based impact of our new Catalyst Building.

Main Activities

1. Act as a senior advisor to the Executive and Senior Leadership Team on strategic partnership matters including; Knowledge Exchange, Business Engagement and Regional Employer Support, Student Careers Support and Graduate Skills Development; Graduate Employability, Higher and Degree Apprenticeships, Work-Based and Work-Related Learning, Work Placements and Volunteering, UK Educational Partnerships and Transnational Education, Alumni Relations and Development.
2. Develop institution-wide policies, procedures and action plans to support the development, delivery and performance monitoring of partnership activity to improve student experience and success and to deliver against agreed KPIs in our Connected University Strategy.
3. Work with Deans of School and Deans/ Directors of Professional Services to drive an enhancement agenda which supports excellence in the development and delivery of all university partnership activity.
4. Provide timely, high quality, evidence-based evaluative reports to the University Partnerships Committee (a sub-committee of University Academic Board) and to the Board of Governors as required by the PVC (Place and Engagement).
5. Develop connected partnerships services that are sector leading in the use of digital technology to improve working practice and enable 24/7 support for students and our external partners.
6. Develop, implement and embed a university-wide approach for ensuring that all students are supported to gain high quality work-related placement experiences during their awards. Lead and successfully embed the 'InPlace' digital solution to support all student work experience placements and volunteering activity.
7. Ensure effective student careers and employability advice and support including management of key student employability events such as Grad Ex – ensuring these deliver an excellent student experience and promote effective engagement with regional employers.
8. Build on the University's current success and positioning in Higher and Degree Apprenticeships developing and delivering strategic plans for continued growth and innovation in apprenticeships and related employer-led technical and vocation skills development. Ensure the opportunities of the University's new £40m Catalyst Building (opening in 2021) provide state of the art facilities and a connected service for employer engagement, apprenticeship and student support.
9. Work with the Executive and SLT in providing leadership for the development and delivery of effective business and employer engagement aligned to the Connected University Strategy, contributing to our civic university commitments for regional economic growth and social development aligned to the priorities of the Local Industrial Strategy, and agreed University priorities for KEF.
10. To work constructively with Deans, Associate Deans for Research and Enterprise, and Directors of Research Institutes to enable staff to positively and strategically contribute through partnership working to the knowledge exchange and enterprise activity of the University.
11. Line manage the Head of Development and Alumni Relations and work with the Development and Alumni Board to ensure delivery against agreed targets for fund-raising and effective alumni engagement and relationship management.
12. Line Manage the Director of Collaborative Academic Partnerships, ensuring the development of strategic plans for academic partnerships in the UK and overseas.
13. Operate at a national level within the sector in the arena of higher education partnerships, in areas such as employer engagement, graduate employability, higher and degree apprenticeships, work-related learning and transnational education, ensuring the University is positioned as a national leader.
14. Remain up to date on emerging developments within the fields of Higher Education Partnerships, Knowledge Exchange (KEF), Graduate Employability and Skills to ensure the University is best placed to meet any opportunities or challenges that emerge.

15. Support the delivery of accurate and timely information returns to a number of external organisations including; Office for Students (OfS), Higher Education Statistics Agency (HESA), Research England, Institute For Apprenticeships and Technical Education (IfA) , Education and Skills Funding Agency (ESFA), Quality Assurance Agency (QAA), Office For Standards in Education (OFSTED),.
16. Develop close working relationships with the Students' Union and its Officers to deliver an integrated student experience and connected approach to working with University partners.
17. Represent the University on appropriate committees and working groups at local, regional and national level in line with strategic and operational objectives and to build the University's reputation.
18. Line manage direct reports including setting objectives and monitoring performance, and maximise efficiency through the effective management of all resources, including financial and physical.
19. To carry out such duties as may be required to support the Pro-Vice Chancellor and Executive team in the management of the University

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required

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.