

Role Descriptor

Role Title:	Partnerships Officer (Operations) (B2M24-027a)
School/Service:	Business to Markets
Normal Workbase:	Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
Grade:	7
Role Family:	Specialist Expert
Reporting To:	Head of Collaborative Academic Partnerships
Responsible For:	None

Summary of the Role

This role will deliver projects and activities that fulfil the contractual requirements of the University of Staffordshire Academic Partnerships and the Collaborative Provision Quality Assurance Framework as well as activities to further develop partnership provision. Key duties include supporting student number planning, providing reports, undertaking financial reconciliations and assisting with due diligence and risk management. The position coordinates key channels of information, communication and data for partners and internal stakeholders, including the Blackboard site and delivering training to partners on University partnership policies. The role also delivers activity to develop relationships and raise affinity with the university amongst partner staff and students.

Key Accountabilities

1. Prepare contracts for collaborative partners at renewal and partnership inception and update the annual contract schedules.
2. Check partner financial reconciliations, liaising with internal colleagues and partners as applicable and supporting the annual partner student number planning discussions and target setting to ensure robust management information
3. Ensure E-Vision reports and the Partnership Blackboard site are accessible to partners and adjusted as required, providing comprehensive training for partners regarding University policies and requirements.
4. Support in defining the parameters for data and metrics underpinning Partnership activity for utilisation in reviews and ongoing due diligence.
5. Provide support for portfolio development through liaison with partners and academic schools, contributing to the assessment of market demand and financial return for the proposed provision.
6. Support with activities and projects to raise student and staff belonging and affinity with University of Staffordshire by measuring output, impact and reviewing against targets.

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to Degree level or equivalent professional qualification or experience

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Significant experience of working in an education context with UK partnerships, together with an understanding of higher education policy relating to collaborative provision.
- Experience of developing administrative systems and operational procedures in higher education.
- Experience of contributing to committees and/or working groups.
- Experience of working with QAA and/or other regulatory bodies.
- Experience and understanding of quality assurance and enhancement in higher education and developing and implementing operational procedures in relation to this.

Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Specialist Expert role family as follows:

Handling and Driving Change

Demonstrates a positive approach to working in an everchanging environment. Seeks out opportunities to embrace change including technological, process, behavioural and organisational change

Sees the Bigger Picture

Thinks and plans several steps ahead. Delivering today's commitments with an eye on future changes and requirement. Works collaboratively across the organisation understanding where and how things link together to enhance the reputation of the University

Continuous Improvement

Focuses on improving performance in everything they do, encourages and supports other to do the same. Open to new ideas and changing ways of working to improve outcomes for all

Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.