Job Description

Position: Partnership Coordinator

Academic Group/Service: Off-Campus Division (OCD)

Reference: OCD-080/P

Grade: 5

Status: Permanent

Hours: Full-time

Responsible to: Head of the Centre for Academic Partnerships

Responsible for: Operating the Off Campus Division processes to co-ordinate a range of collaborative partnerships under the direction of a Lead for Quality and Compliance (Academic Partnerships)

Main Functions of the Post:

- Supports the Lead for Quality and Compliance (Academic Partnerships) to implement partnership portfolio development.

- Lead on dedicated projects as appropriate to the role.

- Supports the Lead for Quality and Compliance (Academic Partnerships), Head and relevant senior colleagues in operating the commercial processes of the Off Campus Division.

- Contribute to day-to-day operational management and coordination of partnerships providing support as appropriate, e.g. completion of Local Tutor approval documentation and administers approval process.

- Main contact for Link Tutors.

- Responsible for overseeing staffing processes including seeking appropriate approvals for University-appointed part time staff and partner-appointed tutors and External Examiners.

Principal Duties and Responsibilities:

1. Work in collaboration with existing and potential partners to complete appropriate documentation, programme approva, risk mitigation and due diligence forms

2. Support OFCD colleagues to complete documentation for Project Specification Meeting; and participate at the meetings as appropriate.

3. Provide advice and support to partners to complete due diligence assessment (PIAOs).

4. Contribute as appropriate to completion of approval documentation including strategic, programme and change approval forms.

5. Coordinate, support and participate at planning meetings and approval events supporting logistal arrangments as appropriate.

6. Contribute to completion of programme approval documentation with partner and schools ensuring quality and management portals remain current.

7. Source and prepare documents for approval of proposed External Examiners liasing with cross University functions as appropriate.

8. Implement partnership set up strategy under direction of ACLs.

9. Maintain Partnership Overview Form (POF) and related .

10. Provide information, advice and guidance as appropriate to partners on University processes and resources available to partners and Off-Campus students.

11. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

12. Responsible for maintaining the Live Action Partnership Plan (LAPP) and completing and recording actions as appropriate (in particular following Partnership Development Meetings and generally).

13. Ensure module timeline is being adhered to and escalate where necessary.

14. Responsible for supporting the administration and roll out of National Student Survey and other surveys across Partnerships.

15. Commercial point of contact for part-time hourly paid staff (VHTs). Liaising with individuals and relevant points of contact including administrative / Human Resources colleagues ensuring due process and relevant paperwork is in place.

16. Undertake a range of operational activities and processes including recruitment for External Examiners and part-time hourly paid staff.

17. Support OFCD colleagues in cross divisional development including identifying/delivering training as appropriate.

18. Participate and contribute to University/Off-Campus committees and boards as appropriate to the role.

19. Undertake personal and professional development to enhance individual contribution and to contribute to the University's reputation for academic and professional excellence.

20. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

21. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

22. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note: This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

PERSON SPECIFICATION

Position:	Partnership Coordinator		Reference:	OCD-080/P
School/Service:	Off Campus Division		**Priority**	
Criteria			**(1/2)**	**Method of Assessment**
1	**Qualifications**			
1 a)	Honours degree in relevant subject area or equivalent level experience		Priority 1	APPLICATION FORM / Documentation
1 b)	Project management qualification or experience		Priority 2	APPLICATION FORM / Documentation
2	**Skills / Knowledge**			
2 a)	Excellent administrative and organisational skills where accuracy is key, e.g., organised record keeping, retrieving, analysing, presenting data.		Priority 1	APPLICATION FORM / Interview
2 b)	Excellent time management and experience of managing multiple tasks and delivering to tight deadlines often under pressure		Priority 1	APPLICATION FORM / Interview
2 c)	An understanding of the key issues in higher education, and awareness of university structures.		Priority 2	APPLICATION FORM / Interview
2 d)	High level of competence in the use of IT e.g. proficient in the use of Microsoft Office, word, excel, access, email etc.		Priority 1	APPLICATION FORM / Interview
2 e)	Good written communication skills and ability to disseminate information in a variety of formats e.g. ability to write letters, emails, contract letters, standard reports and minutes for staff at all levels across the University		Priority 1	APPLICATION FORM / Interview / Assessment
2 f)	Excellent verbal communication skills e.g. ability to interpret and explain standard policies and procedures to staff at all levels across the University and externally where appropriate		Priority 1	APPLICATION FORM / Interview / Assessment
2 g)	Able to use computerised systems / databases and produce appropriate reports, letters, and other documentation		Priority 1	APPLICATION FORM / Interview
3	**Experience**			
3 a)	Experience of working in a multi-function administrative role, preferably in a complex large organisation.		Priority 2	APPLICATION FORM / Interview
3 b)	Experience of providing administrative support including completing documentation, keeping track of changing priorities, arranging internal and external meetings, setting agenda and collating papers.		Priority 1	APPLICATION FORM / Interview
3 c)	Experience of working to established procedures		Priority 1	APPLICATION FORM / Interview
3 d)	Credible record of establishing effective working relationships with a wide range of people in a challenging environment		Priority 1	APPLICATION FORM / Interview
3 e)	Experience of implementing quality assurance processes to ensure standards are met		Priority 2	APPLICATION FORM / Interview
3 f)	Working within a Higher Education establishment		Priority 2	APPLICATION FORM / Interview

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Criteria		(1/2)	Method of Assessment
4	**Personal Qualities**		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Sensitive to individual and cultural differences	Priority 1	Interview
4 d)	Good problem solving abilities able to trouble shoot and know when to refer issues on	Priority 1	Interview
4 e)	Work independently without close supervision.	Priority 1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	Subject to business requirements and where the nature of the role permits, employees are expected to have access to suitable IT equipment and broadband internet access at home to work effectively remotely.	Priority 1	Interview

Note:
1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.