

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

TNE Partnerships Implementation Officer

## **College/Department**

The Registry – Partnerships Unit

## **Location**

Derby Campus

## **Job Reference Number**

0199-22

## **Salary**

£28,120 to £30,914 per annum

## **Reports To**

Partnerships Liaison Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will support the University’s key performance indicators for internationalisation by providing key support to its growing provision of Transnational Education (TNE) partnerships, specifically partner implementation. The University of Derby works with a growing number of international partner institutions to deliver UoD awards, through both validated and franchised provision. The post holder will act as the primary business contact for a small number of TNE partnerships, both internally and externally. The post holder will work closely with the Partnerships Liaison Manager and colleagues across the university to ensure the smooth operation of TNE partnerships across areas such as recruitment, admissions, registry, quality and standards and finance.

The post holder will be expected to work proactively to help maintain the quality of academic partnerships and must be alert to identifying and elevating problems early to minimize risk for the University. The post requires effective working with lecturers and subject and programme leaders across Colleges, and with other key personnel associated with academic partnerships. The postholder must be able to demonstrate an interest and an acumen for academic partnership work. This post will involve operational troubleshooting, requiring tactful, professional and effective liaison with both University staff and staff at academic partners to achieve optimal results. Working in a cross-institutional role, the postholder may convene and lead actual or virtual teams as appropriate to work across all areas within the University.

## **Principal Accountabilities**

1. Provide day to day operational liaison and communication between the University and a small number of Transnational Education (TNE) Partners to ensure the successful implementation of new programmes.
2. Liaise and coordinate with UoD internal academic and professional services departments to ensure effective running of the TNE partnerships for a smooth operation and to promote opportunities for further development that may arise.
3. Working with Academic Link Tutors and Partnerships Registry, ensure academic calendars and teaching schedules are fully agreed; develop and calendar information, key dates and deadlines are communicated to partners
4. Ensure that TNE partnerships are following the University’s QA guidance and other academic requirements spelled out in the agreed operational guidance, the collaborative contract and any other duly agreed documents
5. Work with PVC Deans and Directors to help ensure that academic partnerships are appropriately resourced and that staff (both partner and University) receive sufficient development and support
6. Lead on projects that may include liaison cross service and College. These projects may include, but not be limited to, improving the quality of academic partnerships, coordinating and delivering staff training, and capturing the partner student voice.
7. Provide accurate reports on academic partner status and viability including, but not limited to, student performance data, partner staff development updates, and individual partner income, expenditure and profit.
8. Report on academic partner quality and standards through the comparison of partner student performance off campus to the performance of home and international students on campus. This includes but is not limited to benchmarking partner student achievement against University benchmarks
9. Deliver professional, in depth information, advice and guidance to appropriate stakeholders via a range of mediums
10. Identifying and implementing a range of tools and technologies to support the inter site working of the Registry. Contributing to the digitalisation projects with relevant stakeholders to deliver a seamless service to students and staff.
11. Ensure an inclusive service with a focus on delivering excellence.
12. Contribute to reviews and evaluation of the services provided to develop and enhance service standards.
13. Maintain your professional competence through continuous professional development in line with role.

This is not a complete list of all duties and responsibilities; the post-holder may be required to undertake other duties commensurate with the level and skills/qualifications of this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A degree or equivalent relevant professional experience
* GCSE Maths and English at grade C or above

**Experience**

* Experience of administrative processes within a UK university
* Knowledge of UK Higher Education and its international dimension
* Experience of international recruitment orientated partnership development
* Experience of organising or contributing to projects
* Evidence of successful team working
* Evidence of liaison with internal and external stakeholders at a range of levels of seniority. Experience of analysing and using data to monitor and report on performance
* Experience of administrative support for high level meetings.

#### **Skills, knowledge & abilities**

* Excellent interpersonal skills, including the ability to relate to a wide range of people, including senior personnel in and beyond the University
* Good organisational skills, ability to prioritise workload and meet deadlines
* Ability to take the initiative and seek advice and consult with others
* Confident user of IT including MS Office (Word, Access and Excel)
* Confident user of MS Teams and SharePoint
* Cultural awareness and sensitivity
* Ability to work under pressure and model a flexible ‘can do’ approach which is always professional.
* Approachable and professional communicator

#### **Business requirements**

* Able to recognise the need and be willing to work outside of normal hours at times as relevant to achieving service delivery, targets and deadlines.
* Able to recognise the need and be willing to travel and work at any of the University sites as relevant to support staff, attend events, meetings or for presence.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)