

**University of Derby Job Description**

# Job Summary

## **Job Title**

Global Engagement Officer

## **College/Department**

Provost Learning and Teaching: Global Engagement

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0238-24

## **Salary**

£30,950 to £34,027 per annum. (For exceptional performers, there is scope for further progression up to £39,131 per annum).

## **Reports To**

Global Engagement Manager

## **Line Management Responsibility**

No

# Job Description and Person Specification

## **Role Summary**

The Global Engagement Officer plays a crucial role in supporting the University’s Colleges and stakeholders in establishing and maintaining global partnerships. This position involves providing market intelligence, conducting due diligence, managing partnership activities, and fostering excellent relationships with internal and external stakeholders to advance the University’s Global Engagement strategy.

The post holder will also support the Global Engagement Managers in the delivery of wider elements of the University’s Global Engagement Strategy such as international mobility, internationalisation of the student experience and the provision of global opportunities for students.

## **Principal Accountabilities**

### **Global Partnership Development**

1. Work with Partnership Liaison Managers to support the University’s Colleges and other stakeholders in the development of global partnerships through the provision of market intelligence and knowledge.
2. Administer and support new business development for partnerships at the University, conducting initial due diligence relating to potential/new partnerships activity, and ensuring that the potential partners’ mission and values align with those of the University and the Global Engagement strategy.
3. Support academic and professional services colleagues in taking new partnership development through the University approval process.
4. Support the development of activities aimed at advancing the University’s strategic positioning in specific target market overseas with a focus on growing strategic partnerships in these markets/regions.

### **Partnership Management**

1. Support the coordination, progression, and oversight of a portfolio of assigned partnerships, working effectively with colleagues from across the University to meet deadlines and with a focus on providing an excellent partner experience.
2. Administer frequent risk assessments on existing partners, feeding outcomes into the University’s Risk Register and highlighting any findings that should be considered as part of decision making to stakeholders.
3. Support all stakeholders (both internal and external) by coordinating key activities as required ensuring the smooth transition of the collaboration in instances where a partnership model crosses multiple University Colleges.
4. Engage with partnership relationships and projects related to partnership working (e.g. Higher Education networks, funded projects, facilitating activity between internal stakeholders and partner institutions).
5. Keep up to date with sector knowledge relevant to portfolio of assigned partnerships.

### **Relationship Management**

1. Build and maintain excellent relationships with partner organisations as well as within Global Engagement, the University Colleges, and the wider University.
2. Support the management of stakeholders using a variety of communication tools to facilitate successful partnerships delivery.
3. Support assigned project teams to ensure successful partnership delivery, which may include external staff from partner organisations, consultants, and other external stakeholders.
4. Schedule/facilitate regular meetings with internal and external stakeholders to promote positive liaison with partners, ensuring that any cross College / partnership issues are addressed in a timely manner.

### **Values**

1. Promote and exemplify the University’s Core Values and underpinning Behaviours and attributes associated with the role, Global Engagement, and the University.
2. Promote equality and diversity of students and staff and sustain an inclusive and supportive study and work environment, in accordance with the University’s policy.

### **Other**

1. Work flexibly and undertake any other duties, as required, commensurate with this role.

**Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Honours degree or equivalent relevant experience

#### **Experience**

* Proven experience in supporting the development and implementation of robust systems, processes, procedures, and other infrastructure required to support the University’s TNE and UK collaborative partnerships.
* Experience of managing multiple tasks of differing scale and complexity at the same time.
* Proven experience of managing partnership activity within a HE environment.
* Experience of building and maintaining strong working relationships with stakeholders.
* Experience of supporting the identification of potential new markets and partnership opportunities based on sector knowledge and the effective evaluation of background data.
* Proven administration experience including use of Microsoft Office products.

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

* Strong ability to continually provide an outstanding level of Customer Service and Client Relationship Management
* Excellent interpersonal skills and communication talents, with the ability to liaise effectively at all levels within a higher education institution and externally
* Consistent and reliable organisation, time management and prioritisation skills
* Knowledge of collaborative provision arrangements relating to TNE and UK partnerships, including knowledge of OfS / QAA requirements.

#### **Business requirements**

* A willingness to work occasionally unsociable hours (inc Weekends)
* A willingness to undertake occasional travel, both UK and International

### **Desirable Criteria**

#### **Experience**

* Knowledge of project management methodologies and tools
* Experience of contract management

# 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.

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)

# Our People

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. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.