

Job Description

Job Title	Senior UK Partnerships Manager
School/Service	External Relations
Grade	I
Responsible to	Director of UK Recruitment
Responsible for	UK Partnerships
Job Purpose: <p>The Senior UK Partnerships Manager will work closely with the Director of UK Recruitment to identify, develop and manage collaborative partnerships to open up key markets to the University and drive income. The Senior UK Partnerships Manager will be responsible for relationship management, monitoring OfS compliance, protecting the university's reputation and supporting the progression of partnership learners.</p>	
Main Duties and Responsibilities <ol style="list-style-type: none">1. To provide professional and strategic support to the Director of UK Recruitment on the development and ongoing review of UK-based partnership policies and strategies, based on insight into external policy drivers and national developments/opportunities as well as internal corporate objectives.2. To be responsible for identifying, assessing and developing business opportunities through collaborative provision.3. To maintain a strong awareness of collaborative partnership activity across the sector, particularly in relation to key competitors and aspirational competitors, sharing insight on the impact of such activity on the university and wider market, and identifying counter strategies and opportunities.4. To work with the Senior Student Recruitment Manager to identify and execute strategies to maximise progression of partnership students onto further study at UCLan.5. To manage the planning processes for collaborative provision and to ensure that all internal processes take account of the requirements of collaborative provision.6. To manage and co-ordinate the setting of student targets for UK partnership in line with corporate objectives and to develop recruitment and progression strategies for maximising the potential of collaborative provision.7. To provide professional advice to partners and to internal Schools and Services on policy frameworks, regulations and procedures relating to collaborative provision.8. To have an oversight of quality issues relating to collaborative provision and to work with partners and internal Schools and Services to ensure that UCLan's reputation is safeguarded.9. To produce metrics and qualitative reports on partnership activities and outcomes for the Director of UK Recruitment and the Vice Chancellor's Group.	

10. Ensuring high quality service and achievement of service targets through the effective line management of the UK Partnerships team including; training and development, objective setting and monitoring performance.
11. To lead and nurture the business partner relationship with allocated academic Schools to ensure effective collaboration to foster strong relationships including; attending regular meetings to explore their needs, sharing information and monitoring and developing Faculty/School recruitment plans.
12. To provide regular management reports to the Director of UK Recruitment and others, including performance against targets and new business development tracking, and further reports and analyses as required.
13. To maintain an excellent awareness and understanding of the HE policy environment, providing briefings to staff and identifying opportunities and challenges this may present to recruitment and the associated functions
14. To undertake any other duties commensurate with the role as determined by the Director of UK Recruitment.

Person Specification

Job Title	Senior UK Partnerships Manager
School/Service	External Relations
Grade	I

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Experience of working in a leadership or management role within the FE or HE sector.</p> <p>Demonstrable recent experience of formulating and implementing strategies and operational plans.</p> <p>Experience of developing and monitoring policies in a regulated environment</p> <p>Evidence of building, maintaining and developing effective working relationships at all levels with a wide range of internal and external stakeholders.</p>	Experience of working in a leadership or management role in partnerships within the HE/FE sector.	Application Form and Interview
Education / Qualifications	Degree or equivalent experience in the HE sector		Application Form

Skills / Abilities	<p>Demonstrable knowledge and understanding of the tertiary education sector; HE policy and ability to interpret policy into practice</p> <p>Knowledge and understanding of OfS and associated compliance impacting collaborative provision</p> <p>Ability to lead and manage teams, including managing performance and coaching staff</p> <p>Ability to quickly assimilate complex information and provide expert opinion, reports or specialist advice.</p> <p>Strong written and verbal communication skills with an ability to write reports and present complex information in a concise and understandable manner</p> <p>Ability to influence senior colleagues and decision makers</p> <p>Personal credibility and the ability to gain confidence and trust of people at all levels within the institution</p>	Understanding of the FE policy environment	Application Form and Interview
Other	<p>Willingness to work flexibly to meet the demands of the role.</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours.</p>		Application Form and Interview