

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Partnership Development & Engagement	<b>Grade:</b>	AC4
<b>Department:</b>	Faculty of Education, Health and Human Sciences	<b>Date of Job Evaluation:</b>	March 2024
<b>Role reports to:</b>	Faculty Operating Officer (FOO), Deputy Dean	<b>SOC Code</b>	
<b>Direct Reports:</b>	None		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

### **PURPOSE OF ROLE:**

The **Head of Partnership Development & Engagement** will work with the PVC, Deputy Dean and FOO to lead the Faculty's partnership and engagement strategy both in the UK and internationally.

This will include developing and implementing initiatives to enhance engagement with business for both commercial and societal impact. S/He will work collaboratively with the Heads of School, Associate Deans and workforce leads within the Schools and be a member of the Faculty Management team

The role holder will be expected to travel both in the UK, and at times internationally, for this role.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- To lead, with the Deputy Dean, in developing and implementing the Faculty's partnership and engagement strategy and with the Faculty Operating Officer the operational plan, including the development and implementation of initiatives with the business world in the UK and internationally for both commercial and reputational impact.
- To liaise closely with other members of the Faculty Management Team including the Head of Business Operations, the Associate Dean for Research and the Knowledge Exchange Manager. To advise and lead, in conjunction with the Deputy Dean (and where appropriate, the PVC), and central partnership teams on strategic developments with regards to enterprise.

- To attend (and where needed) deputise for the Deputy Dean at the Faculty partnership boards. Attend and advise the School partnership boards and contribute and update the Faculty executive committee to the deliberations of this school decision-making body.
- To attend Faculty Management Team and Heads of Schools Department meetings.
- To deputise for the PVC, Deputy Dean and FOO internally and externally on partnerships and, when requested, other issues.
- To be involved in discussions relating to new academic appointments to ensure that the Faculty's strategic enterprise needs are being taken into consideration and sitting on appointment panels as necessary.
- To engage with the principal funding agencies for the Faculty ensuring effective communication across the Faculty with regards to the agencies enterprise priorities and strategies to alert academics to new opportunities available.
- To assess the visibility/profile of the Faculty, making proposals to ensure that it is adequately represented externally, and that important achievements are made public – working closely with the Faculty Marketing Manager.
- To actively promote the Faculty's equality and diversity objectives in accordance with the Faculty's Equalities Action Plan.
- Maintaining an awareness and observation of Fire and Health & Safety Regulations.

**Generic:**

- To perform any other duties appropriate to the grade as may be required by the University.

**Managing Self:**

- Able to proactively and independently identify needs and address solutions to that need
- Can adapt to the demands of a sometimes pressured highly variable role
- Can work accurately under pressure to meet deadlines
- Able to form close, facilitative customer relationships
- Careful and accurate working.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the University's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Education, Health and Humans Sciences delivers the required level of service.

Willing to work 'outside' normal hours. This role will involve travel to partners both in the UK and internationally you should be able to do so sometimes at short notice.

This post is based at our Avery Hill campus but must also be able to visit all University sites as per business needs.

**KEY PERFORMANCE INDICATORS:**

- Leading and developing new partnerships, and leveraging existing partnerships.
- Building effective relationships with key stakeholders.
- Contribution to the team ethos and effectiveness
- Enquiries responded to in a timely manner.

**KEY RELATIONSHIPS (Internal & External):**

- **External:** Potential and existing partnerships – (Universities and other external organisations e.g. NHS) both home and internationally.
- **Internal:** PVC, Deputy Dean, Associate Deans, FOO, Head of Business Operations, Heads of School, Central partnership teams, Professional Services teams

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Significant record of enterprise work including a strong track record in business development within a Higher Education Institution in the UK.</li> <li>• Significant experience of shaping and influencing enterprise developments within a Higher Education organisation through own contribution to area of expertise.</li> <li>• Considerable experience of leadership and management including effective management of resources and budgets.</li> <li>• Experience of successful management and delivery of enterprise activity within an HE setting, including culture change and managing stakeholder expectations.</li> <li>• Demonstrable experience of developing and sharing best practice within and outside the organisation.</li> <li>• Experience of developing and designing an engagement culture to enhance partnership working.</li> <li>• Significant experience of developing and supervising research and enterprise/commercial projects</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Communicate in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible manner.</li> <li>• Able to Motivate and lead a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries.</li> <li>• Self-starter able to take the lead in complex situations.</li> <li>• Able to apply innovative approaches in leading enterprise</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of implementing new systems/procedures.</li> <li>• Direct Experience of functions within the responsibilities of the role.</li> <li>• Relevant experience of Quality Assurance policy, processes and procedures.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Advanced level of skill in the use of Microsoft Office products, particularly Outlook and Excel.</li> <li>• Working knowledge of the Freedom of Information Act, Data Compliance Act.</li> <li>• Ability to use project management software tools.</li> </ul>

<p>and engagement centred around academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <ul style="list-style-type: none"> <li>• Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</li> <li>• Effectively plans and manages operational activities or large projects to achieve long term objectives.</li> <li>• Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration</li> <li>• Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A degree in a subject aligned to the Faculty</li> <li>• Relevant Post Graduate qualification, ideally an MBA.</li> <li>• PhD/ DBA or significant experience.</li> <li>• Demonstrable knowledge of enterprise and engagement in an academic provision, trends and issues in UK Higher Education.</li> <li>• Relevant knowledge of Quality Assurance policy, processes and procedures.</li> </ul> <p><b>Personal attributes:</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• PRINCE 2 or other project management qualification</li> </ul> <p><b>Personal attributes:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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