

JOB DESCRIPTION

Job Title: Head of UK Partnerships

Grade: SG9

Department: Marketing and External Relations

Responsible to: Associate Director – Strategic Partnerships

Responsible for:

Marketing Manager (Partnerships)

Partnership Development Managers x2

Partnership Lead (UK Partner Colleges)

Public and Stakeholder Engagement Manager

Key Contacts:

- Executive Director of Marketing and External Relations
- Associate Director – Strategic Partnerships
- Marketing & External Relations colleagues
- Greenwich Research and Innovation team
- Senior Faculty personnel including, Deputy Deans, Associate Deans - Student Success, Heads of Schools, Institute and Research Centre leads.

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: 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.

PURPOSE OF ROLE

The main purpose of this role is to provide effective leadership and management of the UK central partnerships team. The post holder will support the Associate Director - Strategic Partnerships to help deliver the University of Greenwich, Partnerships Sub-Strategy by leading the university's approach to sustainable partnerships with external commercial, public and third sector organisations who share our values and commitment to equality, diversity and inclusion and sustainability.

This role will focus on delivering strategic partnerships which align to the University's strategic priorities which include, but are not limited to:

- Lead on the development, execution, and evaluation of the of the Partnerships Sub Strategy to achieve outstanding results from existing UK partnerships whilst adding overall growth through new business development.
- Lead on the development of new study routes in partnership with our Further Education stakeholders expanding the university's provision of vocational programmes such as apprenticeships, higher technical qualifications, and micro credentials.

- The integration of employer needs into programme/course design including, provision for continuing professional development (CPD), professional practice, one-off training, 'bite-size' training and micro-credentials
- Student employment. The integration of voluntary, internship and graduate employment into organisational talent pipelines and employer needs in the UK and overseas.
- Implementation of place-based activities with partners that support our local social, economic, and cultural needs, particularly in relation to equality, diversity and inclusion, and sustainability.
- Identifying and realising opportunities for partners to extend their partnerships with us in relation research and knowledge exchange.
- Developing and implementing initiatives to enhance engagement with business and converting enquiries into formal partnerships
- Attending stakeholder events to engage externally with potential partners.
- As a member of the Directorate Senior Management team, assist more widely in the development of appropriate Directorate and University strategies to support the University's objectives.

This role involves work with leaders across academic faculties and directorates to maximise the capability and impact of our UK strategic partnerships across the university.

KEY ACCOUNTABILITIES

Team Specific:

- To support the delivery of the partnerships sub strategy for the university in line with the University of Greenwich: Strategy 2030.
- To ensure that the partnerships business plan directly supports the Marketing and External Relations Directorate ambitions and targets.
- To lead the central UK partnerships team who will act as a central 'front door' to external organisations, creating a distinctive value proposition for our key services, including study routes into the university, developing new employer focused programmes and courses, workforce skills/training, student employment, transnational education, international mobility and facilitating broader access to our academic and professional services teams.
- To work across university faculties, institutes, centres, and directorates to identify existing and additional cross-functional opportunities to extend the strength and depth of our partnerships.
- To provide monitoring, reporting and governance for UK partnership activity at the university, feeding directly into the Associate Director – Strategic Partnerships.

Generic:

- To act as a subject matter expert, advisor, and ambassador for the university's commitment to strategic partnerships.
- Act as a leader and demonstrate the University's shared values (Inclusive, Collaborative, Impactful).
- Managing a high performing and values led team.

- Excellent at identifying and connecting with viewpoints and experiences outside of the conventional majority.
- Must be competent and comfortable when explaining to senior stakeholders why a particular approach has been used which is evidence based and easily understood.

Managing Self:

- Manage work effectively and deliver under pressure.
- Work to deadlines and project schedules.
- Collaborate with other staff effectively to maximise the Directorate and University performance and outputs.
- Maintain strong communication channels with senior colleagues across the university within a large and complex organisation.
- Conduct research and identify new sources of information to influence others.
- Have a proactive and can-do approach.
- Manage own time and daily work tasks.
- Work independently and as part of a team.

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 team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Partnerships Sub Strategy KPI's and Metrics relating to UK Partnerships

KEY RELATIONSHIPS (Internal & External):

- Associate Director – Strategic Partnerships
- Executive Director of Marketing and External Relations
- Partnerships Hub Team
- Marketing & External Relations colleagues
- Greenwich Research and Innovation team
- Employability and Apprenticeships team

- Head of Funding Support and Information Services
- Senior Faculty personnel including Deputy Deans, Associate Deans - Student Success, Heads of Schools, Heads of Schools, Institute and Research Centre leads.
- Faculty KE personnel
- Faculty academic staff
- FE Partners
- Industry partners
- Charities
- Community groups
- Government bodies, departments and local councils
- Relevant funding bodies including research councils
- External collaborators, key partners and stakeholders including University Alliance collaborators

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Significant experience developing and delivering strategic partnerships within a large and complex organisation.
- Experience of managing a contractual relationship with a strategic partner.
- Proven track record of delivering impact through partnership.
- Experience of leading high performing and culturally fluent teams
- Experience of project management
- Experience of working collaboratively with colleagues from other parts of an organisation through matrix management

Desirable Criteria

- Experience of developing and managing partnerships in or with higher education or an equivalent field.
- A track record of developing and securing six figure new business relationships.

SKILLS:

Essential Criteria

- Proven sales, communications and presentation skills
- Strong leadership and team building skills
- Excellent interpersonal and negotiating skills
- Proven organisational and financial management skills
- Good project management skills
- Ability to work accurately and effectively under pressure
- Creative, proactive and at ease with being empowered
- Senior level problem solving and decision-making skills.

Desirable Criteria

- Proven strategic leadership and management skills.

QUALIFICATIONS:**Essential Criteria**

- Degree level or equivalent experience

Desirable Criteria

- Professional qualification in relevant areas or equivalent experience.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A