

International Partnership Development Manager



Role Description

GRADE

Grade 6

LOCATION

Sighthill

LINE MANAGER

Director of Student
Recruitment &
International

Role Summary

This role sits within the International Operations and Student Recruitment professional services directorate. The IO&SR directorate supports the delivery of the wider university strategies delivering internationalisation and effective student recruitment, admission, and administration services to support the student journey both in Edinburgh and in conjunction with our partners around the world.

The International Partnership Development Manager will lead on the identification and development of transnational education (TNE) projects to support the University's internationalisation objectives across a global remit. Through analysis of global trends and detailed market insight the role holder will work collaboratively with a range of stakeholders to proactively target prospective TNE opportunities aligned with the University's strategy. Furthermore, the role holder will take a lead on business development activities to bring new partnerships to fruition in line with established University procedures, as well as supporting the strategic growth of existing partnerships.

The International Partnership Development Manager will also take a lead on due diligence for new and ongoing international partnerships, as well as maintaining a suite of template contractual agreements to support internationalisation activity. The role requires regular collaboration with a



variety of internal stakeholders, including academic Schools as well as Quality, Finance and associated professional services. In addition, there will be a requirement for extensive external work with prospective partners, agencies, networks and regulatory bodies.

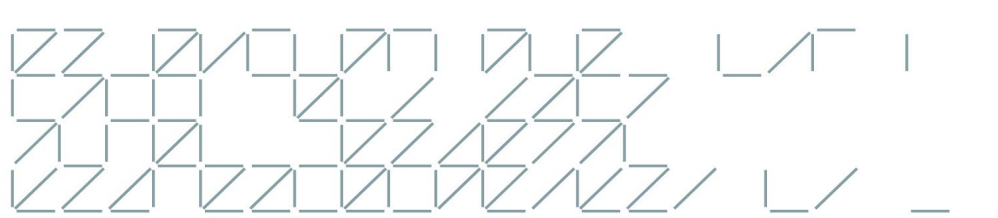
Some overseas travel is required alongside a flexible and proactive approach, including occasional evening and weekend work.

Line Management Responsibility for:

This role has line management responsibilities for International Market Intelligence Officer.

Main Duties and Responsibilities

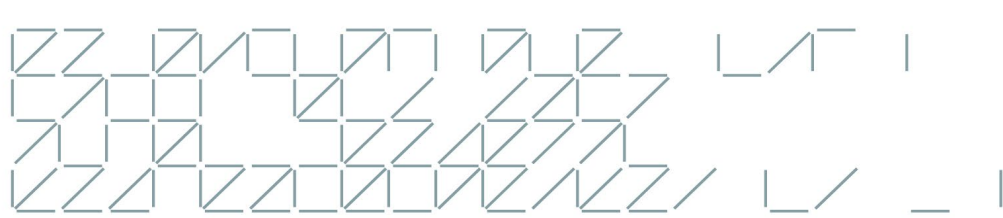
- Take ownership of the University's business development plan for new international collaborative education (TNE) partnerships, working closely with key internal stakeholder groups to ensure this is regularly updated and acted upon to deliver objectives aligned to the internationalisation strategy.
- Take the lead on the full business development pipeline for new and existing TNE projects, proactively seeking out opportunities aligned with University strategy to deliver projects at scale and pace
- Represent the University at key external events and meetings (domestic and overseas) relating to international partnerships and TNE, building the profile of the University to support identification of new opportunities and further develop the project pipeline
- Undertake detailed due diligence on new international opportunities, in addition to supporting ongoing due diligence with a portfolio of existing partners, to include assessments on the political, economic, social and technological context of working in specific international markets and the potential risks and opportunities
- To facilitate project scoping and business case development for emerging projects, working with experts and stakeholders from across the University, ensuring prospective projects align with key strategic and financial objectives.
- To develop project plans with a suitable level of detail and presentation format, for the intended audience, and track progress against the plan taking corrective action as required.
- Provide advice and guidance to support the development and delivery of strategic internationalisation projects, such as advising on project governance, facilitating planning/evaluation workshops and supporting the development and maintenance of project documentation.
- Support the monitoring and management of project risks, issues and changes, implementing suitable mitigation and controls.
- Support the negotiation of new agreements and contractual terms for new strategic international partnerships. This will include liaising with a range of stakeholders internally, the prospective partner, external agencies, regulatory bodies and the University's lawyers.
- Support the development and maintenance of related template contractual partnership agreements within International Operations and Student Recruitment team, liaising with key stakeholders to develop and enhance agreements as appropriate, including integration of new legislation as this is published and recommended by the University's lawyers.
- Take a lead in engaging key stakeholder groups and support wider engagement by working with colleagues to develop appropriate communications in relation to the projects and the Internationalisation Strategy.
- To ensure the successful delivery of projects to the agreed timescales and budget.
- To manage the development of designated strategic partnerships with institutions based overseas, which contribute towards the University's Internationalisation Strategy. This includes working with a variety of stakeholders internally to facilitate the expansion of the partnership and managing the relationship with the partner institution on behalf of the University.
- To support colleagues within International Operations & Student Recruitment with international partnership projects across all regions as required.



- To work effectively with key contacts in the Schools and other Professional Services, including the network of Associate Deans International.
- Work in line with the University's Values Statement which sets out to ensure that the University will be recognised as one which is professional, ambitious, innovative and inclusive. That in our dealings with others we will act with respect and integrity and that we will create an environment in which everyone involved with the university feels proud, confident, challenged and supported.
- To undertake any other duties as may reasonably be required by the Director of Student Recruitment & International or Vice Principal International & External Relations
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
• Educated to a degree level or equivalent	✓	
• Relevant postgraduate or professional qualification		✓
• Qualification in Project Management e.g. PRINCE2		✓
Skills / Experience		
• Extensive experience in international education project management with a successful track record of delivering projects or programmes Experience in developing and negotiating strategic partnerships with overseas partner	✓	
• Experience in identifying and progressing opportunities for business development.	✓	
• Awareness of current and emerging trends for TNE, including the regulatory environment that underpins this work.	✓	
• Proven track record in delivering to targets and KPIs with financial impact	✓	
• Experience of monitoring and managing project risks and benefits	✓	
• Experience of planning and undertaking market/social research projects	✓	
• Experience of senior stakeholder engagement, with clear negotiation and influencing skills, coupled with tact and diplomacy	✓	
• Excellent interpersonal and team member skills, with ability to relate successfully to colleagues, students and those external to the University	✓	
• The ability to build successful relationships and a network of contacts.	✓	
• Flexible and proactive approach, and high-levels of personal motivation	✓	
• Excellent oral and written communication skills, including presentation skills	✓	



• Excellent organisational skills including ability to prioritise competing demands and work under pressure to deadlines.	✓	
• Customer focused approach and sensitivity to cultural issues	✓	
• Creative and innovative approach to strategic thinking and problem solving	✓	
• Excellent IT skills in project planning, Microsoft Word, Excel and data analysis	✓	
• Experience delivering substantial new TNE projects within the higher education sector.		✓
• Experience of process mapping, business analysis and implementation of new procedures to support strategic objectives		✓
• Relevant second language		✓