



Candidate Information

Position: International Partnership Manager
School/Department: Queen's Management School
Reference: 23/110582
Closing Date: Monday 13 February 2023
Salary: £43,414 - £53,353 per annum
Anticipated Interview Date: Thursday 9 March and Friday 10 March 2023

JOB PURPOSE:

To provide leadership, management, and development of QMS international partnerships and relationships. Reporting to the School Manager and working with colleagues within the MRCI (Marketing, Recruitment, Communications, and Internationalisation) directorate, in particular the Global Opportunities Team, International Markets, and the Faculty Recruitment Hub. This role will support the work of the Director of Internationalisation to implement the Queen's Management School's (QMS) Internationalisation Strategy. The post holder will be responsible for developing and maintaining the school's partnership network to support the internationalisation of education and research at QMS. As part of this role, the post holder will be expected to undertake travel overseas for sustained periods during the academic year.

MAJOR DUTIES:

1. To work with the Director of Internationalisation and relevant colleagues across the School and University to develop a broad portfolio of international partnerships to include:
 - supporting student exchange and international mobility
 - the development of research networks
 - the alignment to education and accreditation objectives.
2. To lead and manage the Internationalisation Team in QMS to initiate, develop and manage the school's relationship with international partners to develop and enhance internationalisation at QMS.
3. Relationship management, network-building and gathering intelligence to identify new opportunities and build and maintain strong relationships with partners and academic colleagues at the school.
4. To develop strategic partnership links and enhance QMS and QUB reputation and rankings nationally and internationally.
5. To promote QMS international partnerships and the associated opportunities to students and academic staff.
6. To draft partnership development plans and manage partnership-related contracts and contract administration.
7. Encourage and develop QMS innovation and collaboration through international partnerships and networks.
8. To assess the performance of QMS partnerships (student numbers, student performance etc) and provide intelligence to inform strategic direction and resource planning.
9. Lead the International events and programmes calendar, to ensure school representation at strategically important events.
10. To liaise with the School's Department Heads on the development and maintenance of partnership agreements and to advise on best practices for initiating and maintaining such agreements.
11. To ensure the provision of rigorous quality enhancement and assurance processes and procedures relating to international partnership programmes.
12. To represent QMS on relevant committees.
13. To represent QMS externally at partner institutions and attend conferences, as and when required, on matters related to QMS Internationalisation and University global engagement.
14. Any other duties commensurate with the grade and role as requested by the School Manager or Dean/HOS

ESSENTIAL CRITERIA:

1. A Primary Degree and a minimum of 5 years recent demonstrable relationship management experience in an international context or substantial relationship management experience in an international context.

2. Experience of managing staff and leading a diverse team to ensure creative problem-solving and delivery of objectives and targets.
3. Demonstrable record of accomplishment of initiating, developing, and managing successful academic partnerships, including exchange and joint degree programmes.
4. Understanding and experience in contract development and negotiation to support international partnerships.
5. The ability to think strategically and experience in both planning and leading delivery against a range of priorities and targets.
6. Experience of networking and building successful relationships with a wide range of stakeholders and other professionals to achieve mutually advantageous outcomes.
7. Excellent interpersonal and communication skills, including the ability to contribute fully and proactively as part of a team.
8. Cultural sensitivity to deal appropriately with international organisations and individuals.
9. Able to communicate effectively through presentations to large and small groups and experience in the use of communications mechanisms to engage multiple and targeted audiences.
10. Excellent IT skills to support the effective collection, analysis and communication of data.
11. Ability to produce and analyse information to inform complex management decisions, solve problems and provide sound advice and guidance.
12. Adaptable, flexible and emotionally robust to deal positively with a changing environment.
13. Ability to produce accurate work, under pressure and within agreed deadlines.
14. The ability to travel, there could be up to 10 weeks travel in duration during an academic year.
15. Ability to maintain strict confidentiality.

DESIRABLE CRITERIA:

1. Postgraduate or professional qualification in a relevant discipline.
2. Good knowledge of internationalisation strategies in HE, and the context for their development.
3. Experience in using University systems.