



POSITION DESCRIPTION

## **Partnerships & Projects Officer**

February 2023

UNIVERSITY of   
**TASMANIA**

## Position Summary

College / Division	Student Services & Operations
School / Section	International Partnerships & Learning Abroad
Location	Launceston/Hobart/Burnie
Classification	<u>HEO Level 6</u>
Reports to	Manager, Partnerships & Projects
Direct reports	Nil

## The Opportunity

We are seeking to appoint a Partnerships & Projects Officer in the International Partnerships & Learning Abroad portfolio within the Office of Student Services & Operations. The Student Services & Operations team is responsible for the initial stages of the student lifecycle and includes portfolios such as marketing, engagement, applications, recruitment, partnerships, and enrolment, as well as leading the strategy and engagement functions of the University. Student Services & Operations is a key leader to ensure the University delivers a sustainable pipeline of student numbers across the three major recruitment sectors and it guides our strategy development and implementation.

## About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

# Accountabilities and outcomes

## Purpose

The key focus of the International Partnerships & Learning Abroad portfolio is to build partnerships by leveraging our institutional distinctiveness to attract students, strengthen international relationships and strengthen our academic mission. Educational partnerships in this context are defined by the University Partnerships Policy. They include articulation and pathway arrangements, transnational education programs, research partnerships, joint awards, and third-party arrangements.

The Partnerships Officer is responsible for supporting the Manager, International Partnerships & Projects in leading, and implementing educational partnerships. This includes coordinating identifying potential partners that align with the university's profile; undertaking due diligence in relation to partnership selection; and acting as an account manager for one or more specific Partnership areas as directed: articulations, transnational education, business-to-business, research conjoint awards, international collaborative articulation programs (CAP).

## Key Result Areas

- Work with key stakeholders (internal and external) to coordinate the administration of new and existing international partnership programs, including the development, preparation and implementation of annual plans, governance meetings, marketing collaterals and briefing notes.
- Plan and coordinate the provision of all relevant information (including travel booking) prior to the appointments, meetings and presentations related to relevant partnerships.
- Provide a high level of customer relationship/account management to partners and internal stakeholders (including international student recruitment, admissions, and marketing), acting as the main point of contact for information and guidance on partnership procedure, policies and regulations.
- Undertake desktop due diligence for prospective partners at direction of Director, International and Manager, Partnerships and Projects.
- Develop and maintain operational and administrative processes, procedures, and manual for partnerships administration.
- Administer cyclic reviews of partnerships, including but not limited to, assessment of outcomes against KPIs, identifying areas for improvement, determining ongoing viability, review of regulatory approvals, expiry dates and consideration for renewal.
- Support and administer the suite of Partnerships tools, including Stakeholder Management System.
- Provide high level support to the Manager in delivering the operations of Partnerships & Learning Abroad including processing invoices, logging work requests, ordering equipment, organising WHS checks and records management.
- Assist the Manager with a range of other tasks as required.

## Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

## Success profile

### Personal Attributes

- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- Communicative: Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multi task to produce outcomes.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.

### Core Capabilities

- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.
- Growth Mindset: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.

### Role Specific Skills, Knowledge and Experience

- A University degree, or a combination of pre-tertiary education and direct relevant work experience, with understanding of higher education standards and frameworks.
- High level verbal and written communication skills and demonstrated ability to develop, recommend, implement and review policies and procedures.
- Demonstrated ability to work both autonomously and as an active team member to innovatively achieve team objectives within a defined strategic framework.
- Demonstrated ability to develop and manage relationships with a wide range of internal and external stakeholders.
- Have attention to detail and a good work ethic with well-developed project management and planning skills - ability to lead and manage projects from development to implementation.
- Excellent time management and prioritization skills, with ability to manage multiple projects and tasks concurrently and capacity to use sound judgement to adapt to changing priorities to meet deadlines in a dynamic environment.
- Excellent interpersonal, public relations and presentations skills in a cross-cultural context.

### Qualifications and Licences

- Current Australian Driver Licence

### Other Requirements

- Potential of some intrastate/ interstate/ international travel.
- Potential of working outside of standard hours.

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

### COVID-19

The University of Tasmania strongly encourages employees to maintain COVID-19 vaccination in line with relevant Australian Government health advice.





## Learn more

Visit our website to read more, watch videos, and discover your future with the University of Tasmania.



[utas.edu.au](https://utas.edu.au)

CRICOS Provider Code 00586B/OOM0610043

The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position