



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	College Administration
Position Title:	International Strategy and Partnerships Manager
Classification:	Senior Manager 1 (SM1)
Position No:	28813
Responsible to:	College General Manager
Number of positions that report to this role:	1
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP or the College) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The International Strategy and Partnerships Manager will lead the development of the College's strategic partnerships, both domestic and internationally, with a geographic focus on Asia and the Pacific. They will coordinate and provide high level support to ensure the efficient operations of the Regional Institutes which bring together country and sub-regional inter-disciplinary expertise from around the College and the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the College General Manager, the International Strategy and Partnerships Manager will manage the College's strategic partnerships, both domestic and internationally and will establish and maintain a strong network of contacts with current and potential institutional education stakeholders within Asia and the Pacific. They will have oversight of the College's Strategic Partnership budget and some domestic and international travel will be required.

The International Strategy and Partnerships Manager will support the delivery of consistently high levels of professional service for projects and events organised through the Regional Institutes in accordance with School, College and University styles, policies and procedures.

The International Strategy and Partnerships Manager will work closely and collegially with the College Executive, other members of the College, members of the International Strategy Partnerships Unit and the broader International and Outreach Portfolio. This role will liaise with members of the University Executive and Senior Management and represent the College at University Committees as may be required.

Role Statement:

Under the broad direction of the College General Manager, the International Strategy and Partnerships Manager will:

1. Provide strategic advice to the Dean and CAP Executive on the development of institutional partnerships, both existing and proposed, for the College, Schools and Centres, including identifying, development and monitoring of strategic partnerships.
2. Lead and manage existing strategic domestic and international partnerships including management of agreements, planning and budgeting along with coordination, planning and support for hosting strategic visitors to the College. As required, the Manager will also represent the College, the Dean and the Executive during visits to strategic partners in Asia and the Pacific.
3. Liaise across the College Schools and Centres and Research and Education portfolios to identify, initiate, and pursue international partnerships which can be converted to educational programs, research collaborations and/or mobility programs, exchanges and linkages.
4. Provide secretariat support and lead the work program formulation for the College International Engagement Committee

5. Liaise with other Colleges, the PVC (International and Outreach) and professional peers in the coordination and optimisation of the College's strategic partnerships.
6. Manage the budget, financial planning and financial reporting for Strategic Partnership projects, including the Regional Institutes, coordinate a regular review of accounts and prepare annual reports for the College Executive.
7. Monitoring and advising operations of College's Regional Institutes including but not limited to providing development opportunities, governance, budget and funding management, activity reporting and delivering on performance objectives and expectations. The Manager will also effectively supervise and motivate the administrative support staff for the College's Regional Institutes.
8. Work closely with the College Marketing and Communications team to ensure production of high quality communications and materials to promote and provide information about College strategic partnerships and Regional Institutes;
9. Undertake other duties as required as consistent with the classification of the position in line with the principles of multiskilling.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Postgraduate qualifications in business or international relations or a related field and relevant experience in business development within a complex environment, or an equivalent combination of experience and education/training. Experience working with Government and an interest in Asia and the Pacific would be highly regarded.
2. Demonstrated achievements in developing international business opportunities and/or developing productive international business partnerships.
3. Proven extensive experience providing strategic advice to senior management, including drafting and implementing policies, procedures and strategic plans and reporting on strategic initiatives.
4. Demonstrated supervisory skills including the ability to lead, motivate and mentor team members, establish priorities and meet competing deadlines for self and others.
5. Demonstrated high level written and oral communication and interpersonal skills including the ability to communicate clearly, consult, negotiate and liaise with senior and executive managers, and internal and external stakeholders and partners.
6. Demonstrated experience in managing a budget, providing reports and briefings and developing and communicate workforce data and information effectively.
7. A demonstrated high-level understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[Professional Staff Classification Descriptors](#)