



Charles Sturt  
University

## Position Description



## Manager, Education Partnerships

### Office of Global Engagement and Partnerships

Classification	Level 8
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	International travel required
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	June 2019

### Office of Global Engagement and Partnerships

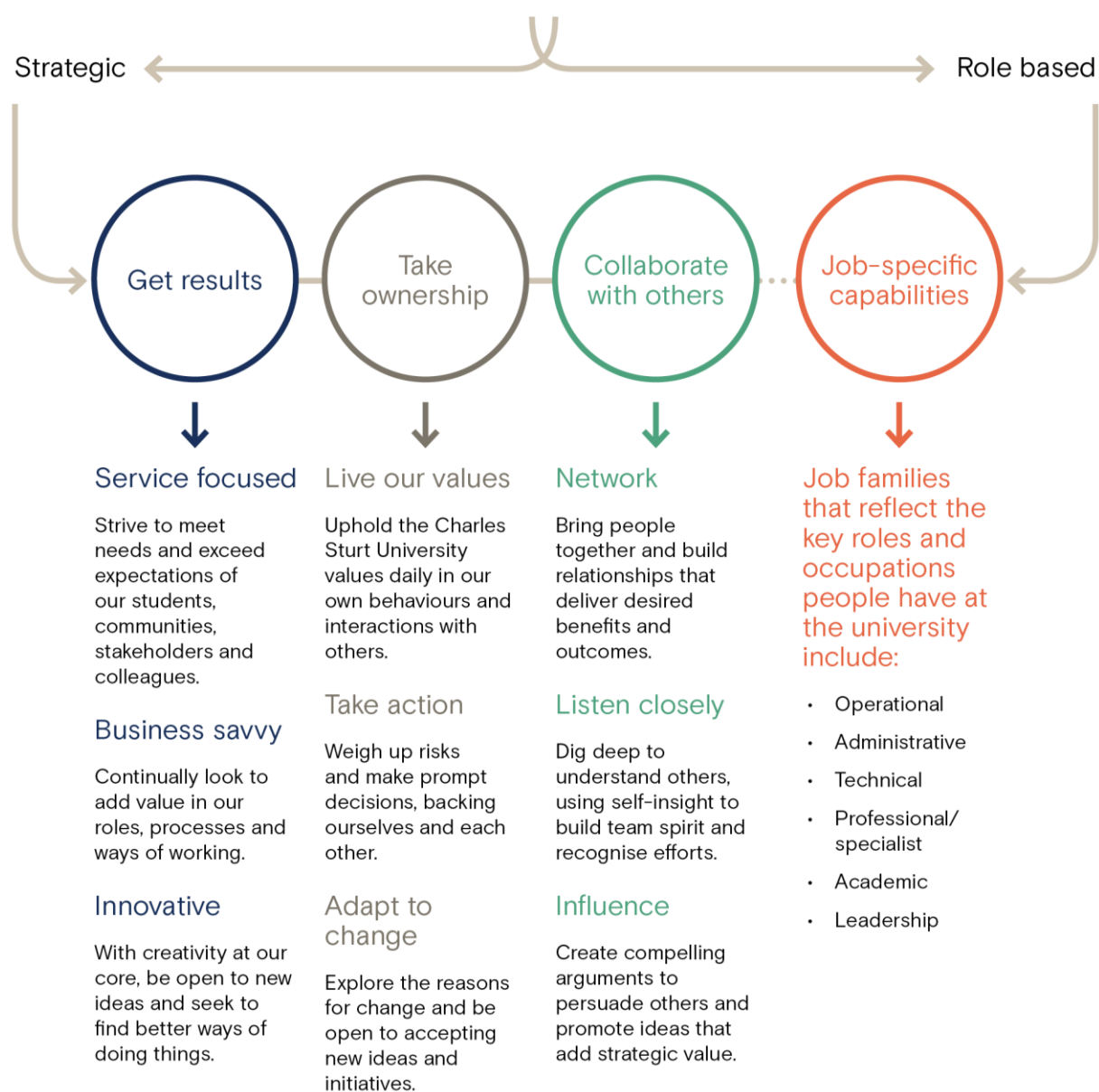
The Office is responsible for all global engagement matters, including:

- International education and Partnerships Strategy
- International relations, sector leadership and advocacy
- International student recruitment and marketing activities
- International Student Admissions
- International education quality assurance and compliance
- International and domestic partnership development and management; and
- Student mobility, including student exchange and short terms programs through the Charles Sturt Global program.

The Office provides expertise and a range of services to support the University in achieving goals associated with international education and partnerships. In meeting this responsibility, the Office collaborates with a global network of stakeholders. In addition, the Office works with all areas of the Charles Sturt community to develop a strong and integrated approach to business development, quality assurance, risk management, student mobility, marketing, and student recruitment.

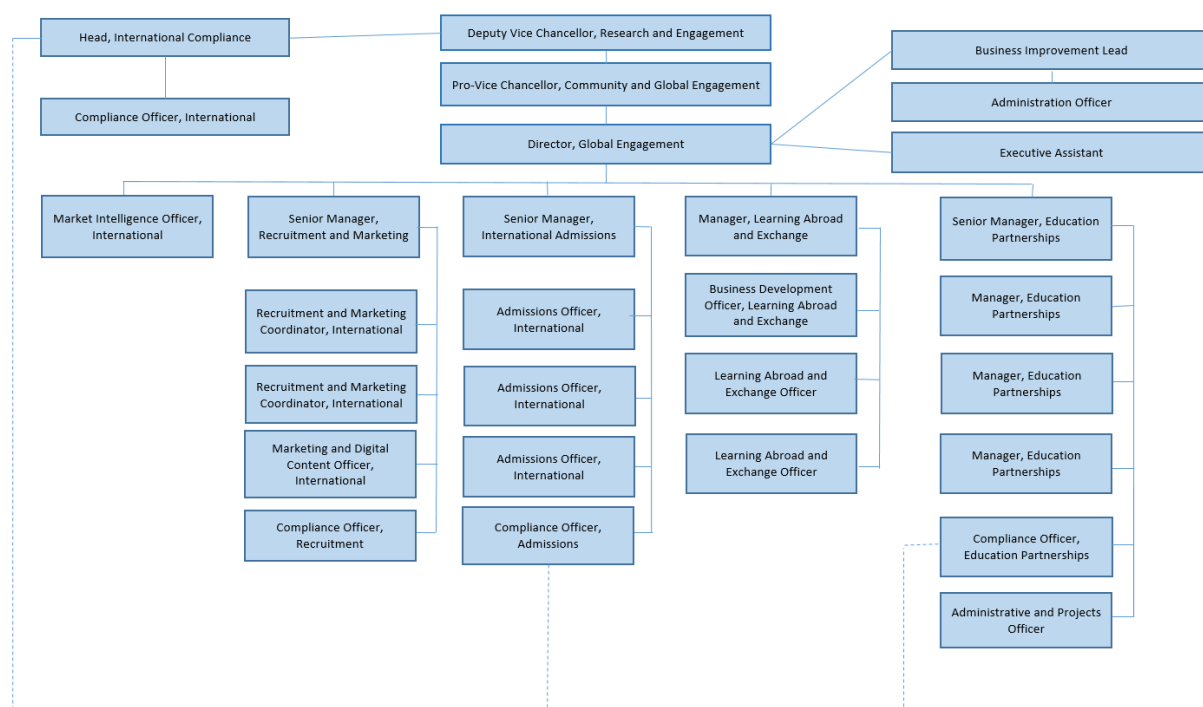


## Our University Values





## Organisational Chart



## Reporting relationship

**This position reports to:** Senior Manager, Education Partnerships

**This position supervises:** N/A

## Key working relationships

- External partnership stakeholders, including education institutions, intermediaries, government and community stakeholders
- Charles Sturt stakeholders who hold responsibility for Charles Sturt international and partnership arrangements and delivery (multiple within Faculties and Schools)
- Charles Sturt stakeholders facilitating outcomes
  - Division of Finance
  - Division of Student Administration
  - Division of Student Service
  - Division of Marketing and Communication



## Position overview

The Manager, Education Partnerships undertakes a broad range of functions associated with education institution-to-education institution partnerships and linkages, focusing on two primary goals – business development and quality assurance.

These functions include the assessment of new partnerships and linkage opportunities, development of business cases, strategic relationship management, contract management, quality assurance and governance, reporting, and strategic stakeholder engagement (internal and external).

## Principal responsibilities

- Deliver business development services to Charles Sturt in relation to institutional partnerships, which result in increased enrolments and revenue for the University
- Develop, implement and monitor contractual arrangements between Charles Sturt and its educational partners
- Coordinate and oversee the implementation of partnership governance activities, including partner steering committees and annual reviews, and participate in University committees as requested by the Director, Global Engagement
- Act as a central point of contact for a portfolio of Charles Sturt's education-to-education partnerships, to enhance and expand the range of activities undertaken between the organisations, identify new opportunities for collaboration, assist in the resolution of operational issues, and grow student enrolments in Charles Sturt courses
- Maintain effective working relationships across Divisions, Faculties and Schools to identify, manage and monitor partnership opportunities and initiatives, including contracts, credit packages, articulation, integration and third party offerings as required.
- Prepare reports on matters such as program outcomes and the performance of partner relationships.
- Assess new partnerships and linkage opportunities and, prepare business case proposals, including cost-benefit analysis of proposed partnerships, for the Senior Manager, Education Partnerships
- Deliver a high quality, client focussed service to agreed partners and Charles Sturt Stakeholders, and monitor quality assurance
- Perform other duties appropriate to the classification as required.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



## Selection criteria

Applicants are expected to have the following requirements to be considered for this position.

### Essential

- A. Proven skills, knowledge, qualifications and extensive experience relevant to the role of Manager, Education Partnerships (maximum 1 page).
- B. Advanced business development capabilities, including the ability to identify and convert prospects that achieve strategic business objectives. (maximum 3/4 page).
- C. Outline your advanced experience with stakeholder communications and engagement. Provide an example of when you achieved a best practice outcome (maximum 3/4 page).
- D. Proven experience in overseeing the implementation of partnership governance, including administration of contractual arrangements and quality assurance (maximum 3/4 page).



