

<b>Position Title</b>	Global Engagement Partnerships Officer
<b>Classification</b>	Level 6
<b>School/Division</b>	The Office of the Deputy Vice-Chancellor, Education
<b>Centre/Section</b>	The Office of the Pro Vice-Chancellor, Global Engagement
<b>Supervisor Title</b>	Team Leader, Partnerships, Protocol and Sponsorship
<b>Supervisor Position Number</b>	FSR 320907
<b>Position Number</b>	FSR 316854, 316858

## **Your work area**

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The Office of the Pro Vice-Chancellor, Global Engagement leads initiatives focused on achievement of global engagement and the internationalisation strategy. The team works collaboratively across the University to progress international student recruitment, research and industry engagement initiatives. It establishes strategic partnerships and maintains strong relationships with key education, research, public and private sector organisations worldwide.

## **Reporting structure**

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Reports to: Team Leader, Partnerships, Protocol and Sponsorship

## **Your role**

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As the appointee you will, under general direction, provide a high level of administrative support to the Office and, in collaboration with the College of Schools, take a responsible role in the establishment of new international partnerships, the maintenance of existing partnerships and the efficient development and execution of documentation to formalise Global Engagement partnerships.

## **Your key responsibilities**

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Contribute to the preparation of documentation related to the establishment of agreements for international articulation programs and other pathways

Provide advice for stakeholders on the University's governance policy and guidelines; progress agreements through governance process

Provide administrative support to the College of Schools for curriculum mapping of new articulation programs

Provide support in the management of existing partnerships and facilitate engagement between internal & external stakeholders of articulation programs and other pathways

Contribute to the preparation of analysis, briefings and reports for internal and external audiences

Provide administrative support to committees associated with international articulation programs and other pathways

Maintain an international relations management database, including updating and preparing organisation profiles, reports, obtaining data and disseminating information on the University's international partners

Collaborate with other members of the Global Engagement Office and other departments to identify new global engagement opportunities

Collate data and information that will assist in monitoring the performance of partnerships

Assist College of Schools with onshore activities relating to partnerships, including partner visits and cohort orientation

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualifications or demonstrated equivalent competency

Substantial relevant senior administrative experience at an appropriate level

Ability to analyse data and available information to develop reports and make recommendations

Highly developed written and verbal communication skills

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative, develop relationships and work productively as part of a team

Strong accuracy and attention to detail

Demonstrated experience providing a high level of customer service

### **Special requirements (selection criteria)**

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There are no special requirements

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)