



Position Description

Manager, Partnerships

Office of Engagement and Enterprise

Office of the Vice-Chancellor

Classification	Level 8
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	July 2023



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• Engagement• All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment



Office of Engagement and Enterprise

Provides expertise and a range of services to support the University in achieving goals associated with strategic partnerships. In meeting this responsibility, the Office collaborates with a broad 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 and research development.

Organisational chart





Reporting relationship

This position reports to: Senior Manager, Partnerships

This position supervises: Nil

Key working relationships

- External partnership stakeholders, including education institutions, intermediaries, industry, government and community stakeholders
- Charles Sturt stakeholders who hold responsibility for Charles Sturt international and partnership arrangements and delivery
- Directors' External Engagement
- Division of Finance
- Division of Students
- Research Institutes



Position overview

The Manager, Partnerships undertakes a broad range of functions associated with international and domestic education and industry partnerships, focusing on two primary goals – business development and relationship management.

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

Principal responsibilities

- Deliver business development services to Charles Sturt in relation to institutional and industry partnerships, which result in increased enrolments and revenue for the University
- Develop, implement and monitor contractual arrangements between Charles Sturt and its domestic and international partners
- Act as a central point of contact for a portfolio of Charles Sturt's industry and 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 and opportunities, for executive decision making.
- Deliver a high quality, client focussed service to agreed partners and Charles Sturt Stakeholders, and monitor quality assurance
- Support other business development activities and submissions such as grants and tenders.
- Perform other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Be business savvy	Look to add commercial value in our roles, processes and ways of working.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.
Take action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
Cope with pressure and setbacks	Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism.
Achieve personal work goals and objectives	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's Driver Safety Guidelines
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant degree and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience with stakeholder communications and engagement.
- C. Advanced business development capabilities, including the ability to identify and convert prospects that achieve strategic business objectives.
- D. Proven experience in overseeing the implementation of administration of contractual arrangements within partnerships.

