

POSITION DESCRIPTION

Position Title:	Partnerships Development Coordinator
Business Unit:	Educational Partnerships
Appointment Level:	UC6
Reporting To:	Senior Partnerships Development Coordinator
Number of Direct Reports:	-
Delegation Band:	7
Position Number:	New

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



EDUCATION TRANSFORMATION AND GROWTH PROGRAM OVERVIEW

The University of Canberra is embarking on a transformational program to enhance student learning and increase student enrolments through the development of new capabilities and capacities that will generate new online courses and a more flexible approach to delivering existing courses, both at our Bruce campus, our campus in the cloud and with our partners. We are looking for highly motivated and imaginative people to join us on this exciting journey. We want you to bring your ideas to help us build courses and experiences that will enable our students to be inspired and ready for their chosen careers. You will be working with other motivated staff and with discipline/business unit teams in a collaborative way to rethink how we design and deliver courses and experiences that will improve the outcomes and opportunities for our students.

BUSINESS UNIT OVERVIEW

Educational Partnerships (EP) supports the University's growth and capacity to expand the delivery of its education offerings through the development, strategic oversight and management of commercial, national, transnational education and student mobility partnerships. It provides authoritative advice, resources and professional services that drive the development and delivery of sustainable and successful educational partnerships for the benefit of the University. Located within the Pro Vice-Chancellor (Future Students) portfolio, EP forms a key part of the wider University's externally focused partnership ecosystem that also includes research, engagement, advancement, and commercial teams.

POSITION PURPOSE

Operating under the broad direction of the Senior Partnerships Development Coordinator, the Partnerships Development Coordinator will support the growth and transformation of the University's educational partnerships. The role will actively contribute to achieving strategic objectives in relation to the Education Transformation and Growth program of work.

The Partnerships Development Coordinator will be responsible for developing and maintaining professional relationships with internal and external partners and stakeholders to support the proactive identification and realisation of national and global educational partnership opportunities.

PRIMARY RESPONSIBILITIES

The occupant of this position will be required to:

- Work with the Senior Coordinator, support the growth and development of new partnership activities including;
 - Working with internal stakeholders in the identification and support of new business opportunities;
 - Support in the preparation of research, assessment and due diligence of prospective partnerships;
 - Manage, in conjunction with internal and external stakeholders, new education partnership proposals and the approval processes for new partnerships;
 - Facilitate and coordinate the administrative processing of international and domestic partnership agreements including but not limited to Memorandum of Understanding (MOU), international articulation/credit transfer agreements, and Study Abroad and Exchange agreements.
 - Preparation and/or evaluation of financial assessments or partnership opportunities;
 - Undertake and support negotiations with external institutions/partners.
 - Coordinate partnership engagement activities to strengthen partnership
- Support the organisation of visits and delegations related to educational partnerships
- Represent the University in meetings as required.
- Undertake other duties appropriate to the level of classification.

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens to others and effectively communicates ideas.</p> <p>2.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>2.4 Influences and negotiates persuasively.</p>
3. Collaboration	<p>3.1 Creates opportunities for communities of work colleagues.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>4.3 Responds effectively to changing circumstances and prioritises.</p>
5. Business Acumen	<p>5.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>5.2 Manages resources effectively.</p> <p>5.3 Understands the commercial context the University operates in.</p>
6. Service	<p>6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
7. Digital Literacy and Innovation	<p>7.1 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>7.2 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p> <p>7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p>

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
 - cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
 - assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability
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