



Charles Sturt
University

Position Description



Projects Officer, Education Partnerships

Office of Global Engagement and Partnership

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	December 2020

Office of Global Engagement and Partnerships

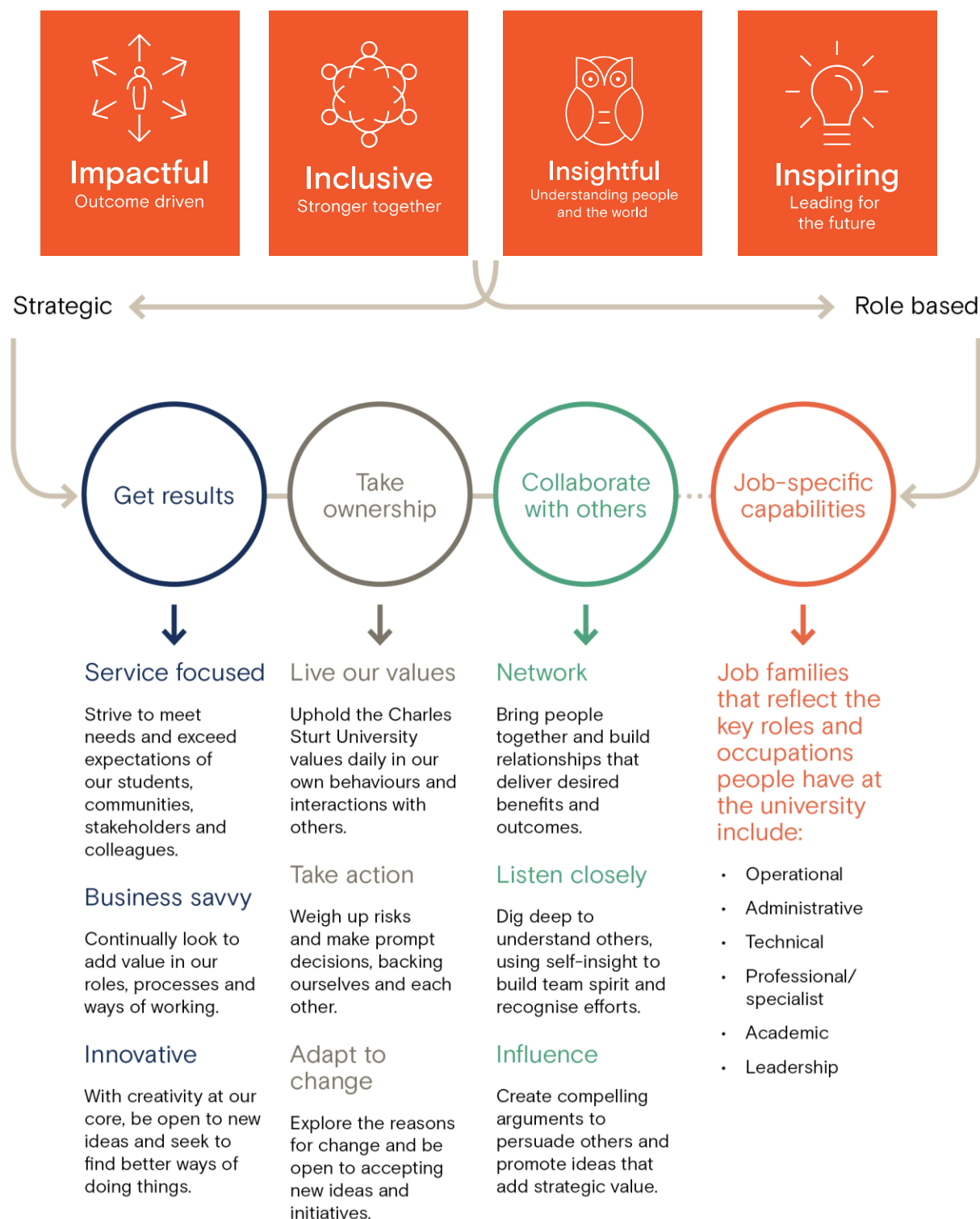
The Office is responsible for all global engagement matters, including:

- 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.

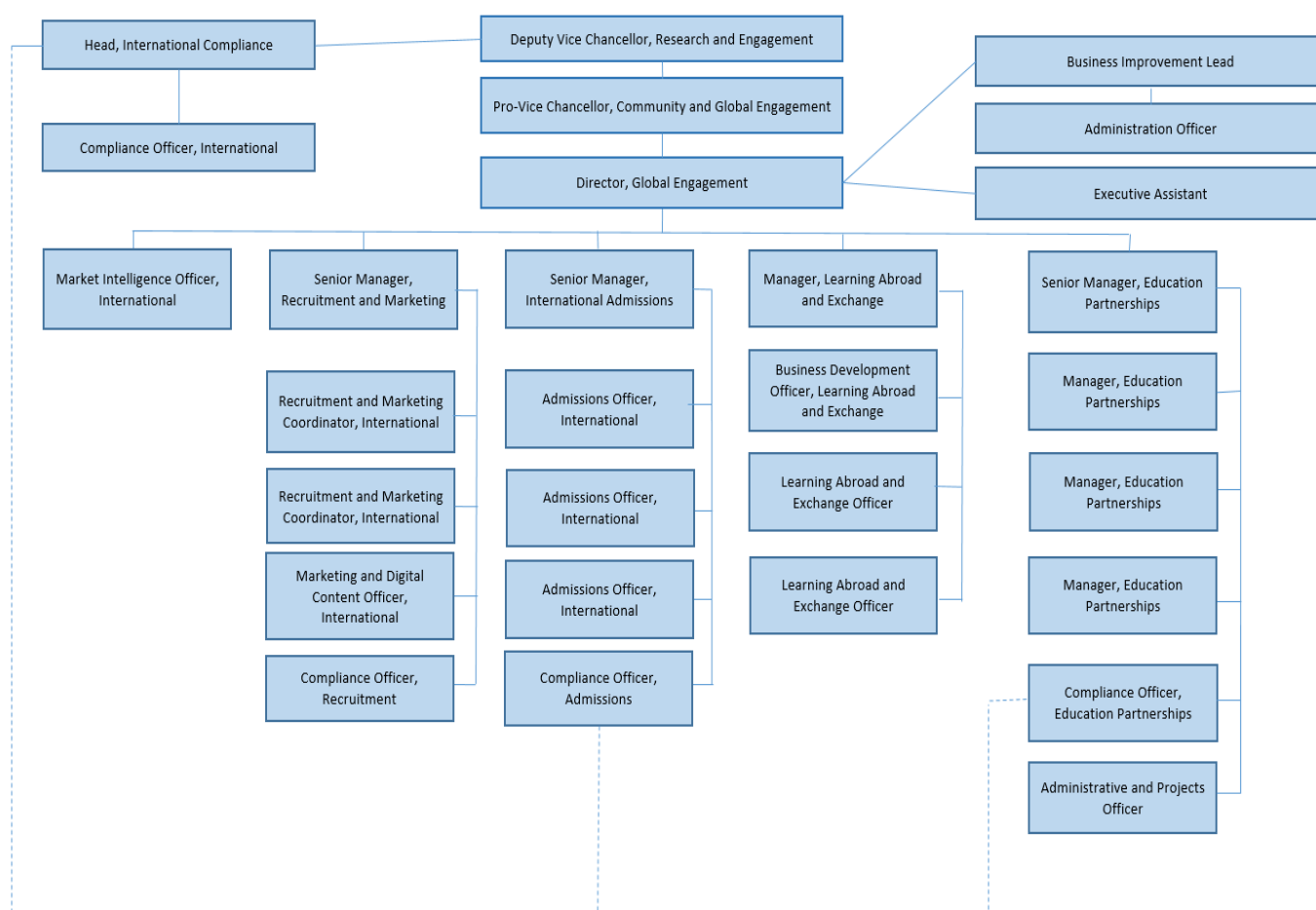


Our University Values





Organisational Chart



Reporting relationship

This position reports to: Senior Manager

This position supervises: N/A

Key working relationships

- External partnership stakeholders, including education institutions and intermediaries
- 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 Projects Officer, Education Partnerships is responsible for a range of quality assurance, reporting, policy and compliance functions associated with education partnerships.

These functions include the implementation of standardised quality assurance frameworks, regular reporting and monitoring activities, contract administration and strategic stakeholder engagement (internal and external).

Principal responsibilities

- Manage standardised Third Party Arrangements (TPA) quality assurance and management framework, including the Annual Review process and Partnership Manuals
- Undertake regular monitoring and reporting of education partnerships and ensure this reporting is appropriate for senior internal stakeholders and committees
- As required, develop, implement and monitor contractual arrangements between Charles Sturt University and its educational partners
- Act as a central point of contact within the Office for all matters associated with education partnerships compliance and quality assurance
- Maintain effective working relationships across Divisions, Faculties and Schools to identify, manage and monitor partnership compliance and quality assurance as required
- Undertake project work including researching education issues and prepare written reports including recommendations, actions and implementation plans
- Maintain relevant policies, procedures and processes as they relate to education partnerships including the development of new policies
- Deliver a high quality, client focussed service to agreed partners and Charles Sturt stakeholders
- 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.



Selection criteria

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

Essential

- A. A degree with at least four (4) years' subsequent relevant experience to consolidate and extend the theories and principles learned; or
 - a. extensive experience and management and or specialist expertise; or
 - b. an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience with processes associated with quality assurance and risk management
- C. Proven ability to deliver outstanding service delivery, in a consistent manner
- D. Advanced stakeholder engagement capabilities and ability to demonstrate how these have been used to achieve goals
- E. High level planning, reporting and project management skills
- F. Resilience and ability to adapt to a changing external and organisational environment.

