1495 UNIVERSITY OF ABERDEEN

TNE AND PARTNERSHIPS SUPPORT OFFICER

DIRECTORATE OF EXTERNAL AFFAIRS

Closing date: **07 December 2026**

Interview date: **To Be Confirmed**

Reference number: **GLOB017A**



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1495 UNIVERSITY OF ABERDEEN

INTRODUCTION

The **TNE and Partnerships Support Officer** role sits within the newly established **Directorate of External Affairs**, part of the University of Aberdeen's Professional Services, which comprises approximately 1,500 staff across student-facing, academic, corporate, and support functions. The Directorate was officially launched in April 2025, marking a significant milestone in the University's strategic transformation. Its creation reflects a bold commitment to unify and elevate global engagement, marketing, and recruitment activities under one integrated structure.

This Directorate plays a central role in delivering the University's Aberdeen 2040 International commitments, particularly its ambition to be a globally connected institution. Through innovative and collaborative international models, the University aims to expand its reach, enhance its reputation, and diversify its student population. Partnerships and Transnational Education (TNE) are key pillars of this internationalisation agenda. The University has already established successful TNE collaborations in Qatar (AFG College with the University of Aberdeen), China (Aberdeen Institute of Data Science and Artificial Intelligence at South China Normal University) and India (University of Aberdeen Mumbai) with plans to grow its presence in other regions.

This position is integral to the success of the Directorate and the University's broader internationalisation agenda, helping to deliver high-quality education through meaningful global collaborations.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The **TNE and Partnerships Support Officer** provides essential administrative, governance, and operational support to the University's Partnerships and Transnational Education (TNE) activities, ensuring the smooth delivery of day-to-day processes. Supporting the TNE and Partnerships Manager, the role coordinates communications, services meetings, prepares documentation, and maintains records across existing and emerging international collaborations. Acting as a key link between external partners and internal teams—including marketing, admissions, contracts, and Schools—the post holder ensures compliance with University policies, produces reports, and contributes to the effective management and growth of strategic partnerships. By monitoring the performance of existing partnerships and enabling the development of new ones, the role contributes directly to sustaining one of the University's key revenue streams and enhancing its global reputation.

KEY RESPONSIBILITIES:

- **First Point of Contact**: Serve as the initial point of contact for queries to the TNE and Partnerships team from existing and prospective partners and their associated contacts. Escalate issues to the relevant team member as appropriate. Support monitoring and performance of current partners while actively contributing to the development of new partnerships aligned with student recruitment needs.

- **Administrative Support**: Provide day-to-day administrative support for TNE activities, particularly those linked to student recruitment and strategic objectives. Tasks may include collating marketing materials,

arranging and attending introductory meetings, reviewing incoming proposals, drafting reports on potential partners and new market opportunities, and facilitating effective relationship management.

- **Documentation Management**: Update, format, and prepare policies, procedures, and other key documents for dissemination across the University and its educational partners. This includes supporting the creation and renewal of contracts, preparing documentation for committee and approval processes, and assisting in the development of market briefs.

- **Relationship Building**: Build and maintain positive working relationships with internal and external stakeholders, including partner institutions, government bodies, and third-party providers. This may involve supporting visits and engagement activities both in the UK and overseas.

- **Policy Compliance**: Support educational partners in adhering to University policies and procedures by following established processes and escalating issues when necessary.

- **Committee Servicing**: Provide high-quality support for committees and task-focused groups (TFGs), including preparing agendas, papers, and minutes, and ensuring follow-up on action points. This may include formal University committees and recruitment or market-specific working groups.

- **Project Support and Coordination**: Assist the TNE and Partnerships Manager in delivering projects and initiatives related to TNE and partnership development. This includes tracking progress, coordinating inputs from various teams, and supporting reporting and evaluation.

CANDIDATE BACKGROUND

We are seeking a proactive and well-organised individual to support the University's international partnership and Transnational Education (TNE) activities within the Directorate of External Affairs. The successful candidate will ideally have experience working in the Higher Education sector, particularly in areas related to international partnerships, student recruitment, or contracts. A degree-level qualification or equivalent experience is expected, along with strong administrative, communication, and project coordination skills.

You should be confident working with databases, spreadsheets, and documentation systems, and have a keen eye for detail in record-keeping and reporting. Experience in committee servicing, contract support, or working with international stakeholders would be advantageous. The role requires excellent time management, the ability to work independently and as part of a team, and a customer-focused approach.

Please note that a cover letter must be submitted with your application, outlining your interest in and suitability for the role.

Terms of Appointment

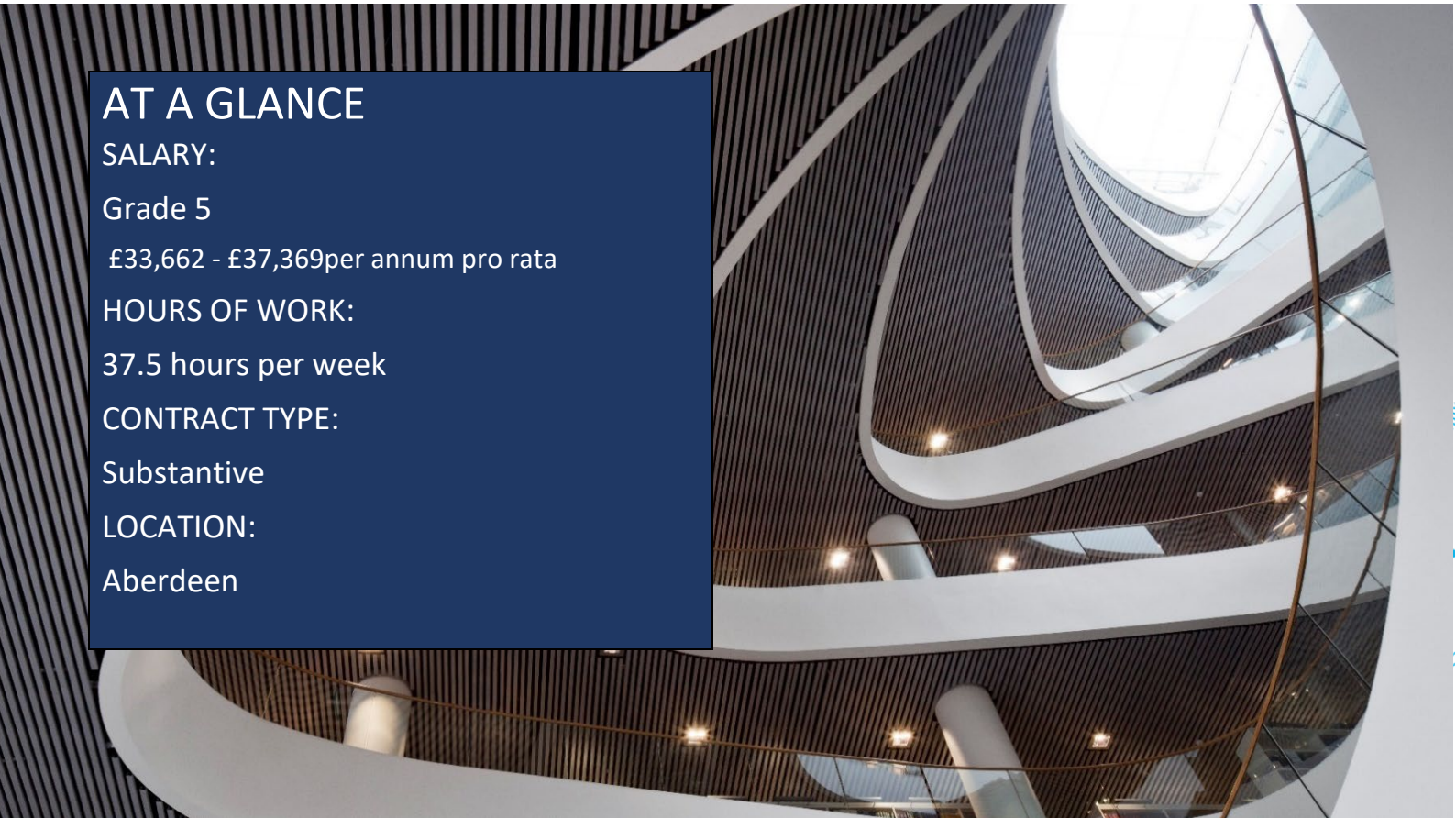
Salary will be at the appropriate point on the Grade 5 Salary Scale, (£33,662 - £37,369) per annum and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our Homeworking Policy.



AT A GLANCE

SALARY:

Grade 5

£33,662 - £37,369per annum pro rata

HOURS OF WORK:

37.5 hours per week

CONTRACT TYPE:

Substantive

LOCATION:

Aberdeen

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	• Degree-level qualification or equivalent professional experience	• Qualification in international relations, business administration, Law or a related field
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	• Experience in administrative roles involving coordination, preparing documentation, and stakeholder communication. • Experience with using databases and Microsoft Excel spreadsheets • Experience supporting projects or committees	• Experience in Higher Education, particularly in international partnerships, student recruitment, or contracts-related roles • Understanding of international education systems
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or with others, communication skills	• Strong organisational and time management skills • Excellent written and verbal communication skills • Ability to work independently and collaboratively • Attention to detail skills • Customer-focused approach	• Ability to manage multiple priorities under pressure • Experience working with international stakeholders • Cultural awareness and sensitivity
Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.	• Flexibility to support meetings or events outside standard hours when required	

UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad-based, research-intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.

The University is a globally recognised with a longstanding reputation for excellence in teaching, research and student experience, consistently ranked among the UK's leading universities.

- **28th in the UK and 233rd in the World** (THE World University Rankings 2027)
- **33rd in the UK and 288th in the World** (QS World University Rankings 2027)
- **57th in the World** for Sustainability (QS Sustainability Rankings 2026)
- **Top 5 in the UK** Best University for Value for Money 2026 (StudentCrowd UK University Awards)
- Recipient of the **Queen's Anniversary Prize** for excellence in research and teaching in Soil Science (2021)

CURRENT CONTEXT

The University continues to uphold the principals of the foundational purpose. We remain committed to delivering positive change both locally and globally. We work together and with our partners in an interdisciplinary way, catalysing world-leading research in our areas of strength: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing. We are investing in our future and have committed £100m to upgrading our campus, including the new fully digitised Science Teaching Hub, the regeneration of the historic King’s Quarter and a new Business School building. Our commitment to our students, campus and community has led to us being named a Top 20 UK University for Student Satisfaction (Complete University Guide 2027).

ABERDEEN 2040

On our 525th anniversary as a University we launched **Aberdeen 2040**, our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
  We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
  We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
  We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
  We understand and nurture our environment, and take care of our resources, including our people and finances.

  We work responsibly.

OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships around the world, including Qatar, China, North America and Europe.



IMPACT

The University of Aberdeen is recognised globally for its commitment to sustainability and societal impact. Ranked 57th in the world for Sustainability (QS 2026) and 84th globally in the THE Impact Rankings 2025, the University continues to advance the UN Sustainable Development Goals through world-leading research, education and global partnerships.

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THE DIRECTORATE OF EXTERNAL AFFAIRS

The Directorate of External Affairs plays a pivotal role in advancing the University of Aberdeen's strategic ambitions, driving forward student recruitment (domestic and international), developing and expanding global partnerships, and strengthening the institution's corporate brand image and reputation on a global scale through innovative, data driven strategies and plans.

Operating at the highest levels of the University, the Directorate collaborates closely with senior leadership, academic Schools, and professional services teams to achieve ambitious goals in the UK and internationally. Key areas of focus include:

- Supporting future applicants and enhancing the student applicant journey as they navigate their decisions about where and what to study, ensuring the University of Aberdeen is a compelling choice
- Developing and expanding international partnerships to strengthen the University's global engagement and diversify its student population.
- Delivering marketing campaigns(including digital)and in-market recruitment activities that raise the University's profile and reputation on a global stage, showcasing its strengths in education, research, and societal impact and ensuring the University meets its agreed student tuition fee income targets and objectives.
- Providing market research and insights to support informed decision-making and the development of market-responsive programmes and globally relevant education and research.
- Expanding the University's Transnational Education (TNE) provision and online learning portfolio, ensuring sustainable growth that enhances institutional resilience in a rapidly evolving global education landscape.

Underpinning all activities is a commitment to delivering world-class marketing and brand campaigns that elevate the University's visibility and reputation. With the introduction of a new brand visual identity, the new Directorate is integrating strategic marketing initiatives that support key institutional priorities across student recruitment, research, business and innovations and global engagement.

This is an exciting time to join the Directorate of External Affairs at the University of Aberdeen. The team is ambitious, forward-thinking, and committed to positioning the University as a leading institution for students, researchers, and global partners.

ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including His Majesty's Theatre, Music Hall, Art Gallery, the P&J Arena, Museums, and Beach Leisure Centre. The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com

EQUALITY AND DIVERSITY

The University values and celebrates a diverse working and learning environment and recognises the richness this brings, both in terms of contributing to the success of the University and creating safe and inclusive cultures. The University welcomes applications from individuals with diverse lived experiences.

The University supports flexible working, including hybrid working arrangements, and has policies in place to facilitate this where it is appropriate. The policies can be found at https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php.

The University is committed to progressing gender equality across all its functions and has been a proud member of the Advance HE Athena Swan Charter, achieving an institutional Bronze award, one Silver departmental award for the School of Psychology and eleven departmental Bronze awards. LGBTQ+ equality is championed through the University's membership of the Stonewall Diversity Champions Programme, where the University has achieved a Silver award in the Workplace Equality Index. The University is on a continual journey to respond to, and combat, GBV in our community and beyond. We are proud to be working towards the EmilyTest Charter, in partnership with the charity, EmilyTest. We all have a role to play in knowing how to signpost colleagues and students to support for gender-based violence, and training and support is available to all staff on this topic.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the Charter's aim of improving the representation, progression and success of staff and students who identify as belonging to a racialised group. The University launched its Antiracism Strategy in 2022, representing a bold framework for progress on race equality. Recognising the importance of addressing the under-representation of racialised groups in the senior team, the University's new Recruitment and Selection Policy embeds specific positive action measures to address this.

The University is delighted to be accredited as a Disability Confident employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment. The University's Wellbeing Strategy commits it to progressing work to tackle stigma related to mental health and action to promote and improve health and wellbeing for staff and students. Candidates who are British Sign Language (BSL) users can contact us directly by using contact SCOTLAND-BSL

The University's work on equality, diversity and inclusion is supported by a range of networks and engagement activities, designed to provide safe spaces and raise awareness of the support available and the steps everyone can take to create inclusive campuses.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

How to Apply

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is **07 December 2026**

Should you wish to make an informal enquiry please contact:

Vimal Subramanian, TNE and Partnerships Manager

01224 274103

vimal.subramanian@abdn.ac.uk

Please do not send application forms or CVs to Vimal Subramanian directly.

Please quote reference number GLOB017A on all correspondence.