

University of the Sunshine Coast Australia

POSITION DESCRIPTION

Position:	Manager, Global Learning and Partnerships
Work Area:	International
Classification:	Level 8
Supervisor:	Director, International

Our vision

TO CREATE A BETTER TOMORROW

Our purpose

To transform lives through learning and knowledge in every place we operate and with every community we serve.

Our values

INTEGRITY

- We do what we say we are going to do, taking responsibility for our actions.
- We lead by example, demonstrating respectful, fair and ethical behaviour.
- We are transparent, explaining the rationale behind decisions.

COMMUNITY

- We make a positive difference in our communities.
- We empower and support others to achieve their potential.
- We foster an inclusive and equitable environment that embraces difference.Aspitatus

SUSTAINABILITY

- We continually seek ways to enhance our practices.
- We prioritise actions that benefit both present and future generations.
- We promote the safety and wellbeing of everyone.

For further information about UniSC visit us online unisc.edu.au/about

NATURE AND SCOPE OF POSITION

Under the broad direction of the Director, International, the Manager, Global Learning and Partnerships leads the International Partnerships and Global Learning teams. The position oversees a broad range of functions associated with the management of international partnerships that advance the University's Strategic Plan.

These functions include the assessment of new international partnership opportunities, grant acquisition and administration, quality assurance, performance management, contract management, compliance and risk management. Strategic relationship management and stakeholder engagement (internal and external), including managing international delegations, also form core functions of this position.

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The role is responsible for developing and maintaining the International Partnership Management Framework, Third Party Provider Framework, Global Learning Strategy and International Partnerships Strategy as well as activating, assessing and regularly reporting on annual operational plans. The position is required to proactively identify and update policy, process and system improvements related to the management of international partnerships and regularly analyse and report performance data.

The Manager, Global Learning and Partnerships directly supervises a team of international partnerships and learning abroad professionals focussed on ensuring that the University meets its strategic objectives in formalising and maintaining highly effective international partnerships and increasing participation in learning abroad programs while ensuring that obligations under internal and external regulatory bodies are met.

OVERVIEW OF INTERNATIONAL

International is responsible for the development and implementation of the University's strategic priorities to increase the cultural diversity of the student population and the global connectedness of graduates. International promotes UniSC's unique product offerings and student experience, while increasing the University's global presence through its international graduates, transnational education opportunities and learning abroad programs. The Directorate is responsible for a range of functions including international marketing, student recruitment, admissions, compliance, partnerships and learning abroad.

PRIMARY OBJECTIVES OF THE POSITION

1. Develop and implement strategies to assess, establish, enhance and maintain international partnerships that align with the University's Strategic Plan.
2. Lead the International Partnerships team, focusing on optimising new and existing opportunities and maintaining the quality and effectiveness of international partnerships and agreements.
3. Lead the Global Learning team, focusing on increasing participation in learning abroad programs, optimising grant acquisition and effectively managing risk.

KEY ACCOUNTABILITIES

1. International Partnership Development: Evaluate new international partnership opportunities. Conduct due diligence, assess alignment with strategic goals, incorporate key stakeholder feedback and recommend partnerships that align with the University's Strategic Plan.
2. Grant Acquisition and Administration: Secure grants and manage grant-funded learning abroad projects. Ensure compliance with grant requirements, reporting, and financial administration.
3. Quality Assurance and Performance Management: Oversee the quality and effectiveness of international partnerships and learning abroad programs. Implement performance metrics, monitor outcomes and continuously improve processes.
4. Contract and Risk Management: Manage contracts with international partners, ensuring legal compliance and risk mitigation. Identify and address potential risks associated with international partnerships.
5. Strategic Relationship Management: Cultivate and maintain effective relationships with internal and external stakeholders. Coordinate international delegations and represent the International Directorate and the University within the scope of the position.

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6. Policy and Process Improvement: Proactively identify areas for policy, process and system enhancements related to international partnership management. Implement changes to optimise efficiency and effectiveness.
7. Strategic Planning: Develop, operationalise, monitor and report on strategic plans and frameworks including the International Partnership Management Framework, Third Party Provider Framework, Global Learning Strategy and International Partnerships Strategy.
8. Team Leadership and Development: Lead and develop the International Partnerships and Global Learning teams and contribute to a culture of innovation, creativity, excellence, collaboration, accountability and professional respect.
9. Resource Management: Responsibly manage allocated budget, ensuring compliance with appropriate delegations and with demonstrated return on investment.
10. Contribute to a safe, respectful, inclusive and culturally capable work and study environment by modelling and promoting conduct that supports gender equality, challenges discrimination, harassment and gender-based violence, and is consistent with UniSC policies, codes and behavioural expectations.

POSITION-SPECIFIC REQUIREMENTS

It is a condition of employment for this position that you are able to meet the following requirements.

- Satisfactory completion and ongoing maintenance of any employment screening, registration, licensing, criminal history, working with children or other suitability requirements applicable to the position.
- Willingness to work outside normal business hours and/or participate in an on-call roster, including during the University's end-of-year close-down period, where required to ensure the availability of critical systems and services.
- There may be a requirement to undertake occasional domestic and international travel.

SELECTION CRITERIA

The appointee should possess the following qualifications, skills, abilities and experience:

1. Possess or currently working toward, postgraduate qualifications in a relevant discipline combined with extensive relevant work experience and expertise; or an equivalent combination of relevant experience and/or education/training.
2. Experience in developing, operationalizing, evaluating, and reporting on strategic plans, policies and frameworks, including implementing performance metrics and continuous process improvement.
3. Demonstrated ability to evaluate and develop international partnership opportunities, including conducting due diligence, quality assurance and aligning partnerships with strategic goals.
4. Proven track record in securing and managing government grants, preferably for learning abroad, ensuring compliance with grant requirements, reporting, and financial administration.
5. Demonstrated stakeholder engagement, representational and relationship management skills and commitment to cross-cultural collaboration with the ability to apply initiative, judgement and influence to deliver strategic business outcomes.
6. A high level of knowledge and experience in managing contracts with international partners, ensuring legal compliance, and identifying and mitigating potential risks.
7. Proven ability to effectively lead, motivate and develop staff, while managing personal projects.

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8. Demonstrated understanding of the Australian and international Higher Education sector and current issues in the governance and internationalisation of higher education (including ESOS and TEQSA).

Desirable

1. Experience and expertise in the use of a Learning Abroad system.

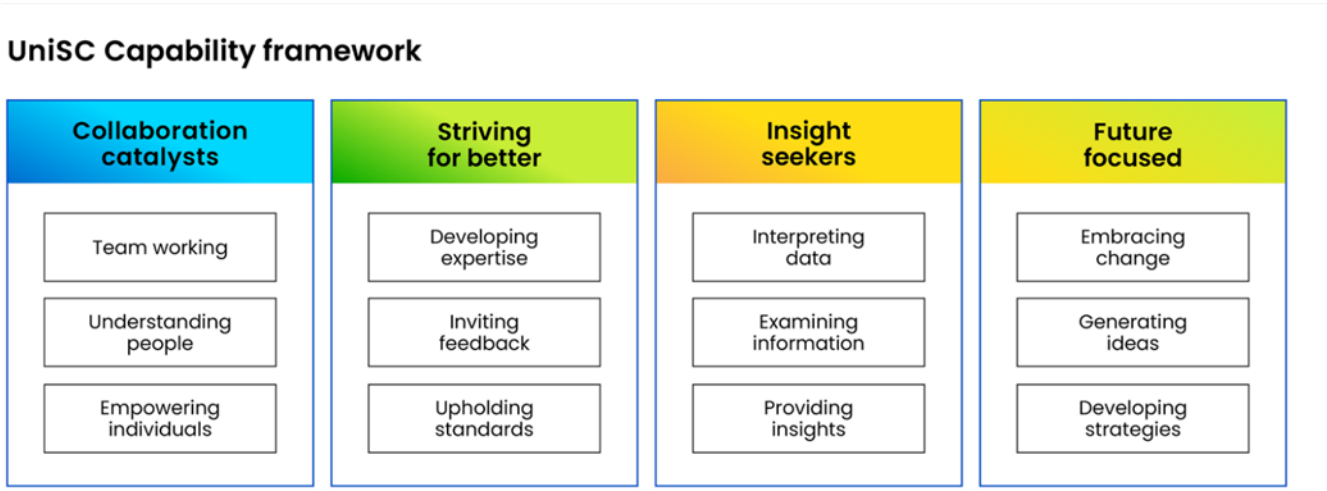
CAPABILITY FRAMEWORK

UniSC has a framework that outlines the core capabilities for being a valued contributor towards our vision to create a better tomorrow. The capabilities apply to all employees and underpin our people practices from recruitment and onboarding to performance, development and career progression.

The Capability Framework aligns with our strategy and values, highlighting the behaviours and skills that bring us together, working towards collective goals and the kind of community we aspire to be in an ever-evolving environment.

The framework recognises that not all roles are equal, and therefore neither are the levels of competency required to be demonstrated in them.

Further information on the framework and the defined levels of leadership competency will be provided upon commencement.



About this document

This Position Description outlines the scope, objectives, key accountabilities, required qualifications, licenses, skills, experience and desired behaviours required to successfully perform the role.

This document is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role or to meet the changing operational needs of the University.

UniSC is committed to creating a safe, respectful and inclusive work and study environment that promotes gender equality, values diversity, prevents discrimination and gender-based violence, and facilitates equitable access and full participation.

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