

## Academic Partnerships Officer

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| <b>Department:</b>    | International Development and Academic Partnerships (IDAP)             |
| <b>Grade/ Salary:</b> | Grade 6, £39,297-£42,473                                               |
| <b>Contract Type:</b> | Permanent                                                              |
| <b>Hours:</b>         | 35 hours per week, full-time                                           |
| <b>Location:</b>      | New Cross, London (hybrid, with regular on-campus attendance required) |

### Goldsmiths

---

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact [hr-recruitment@gold.ac.uk](mailto:hr-recruitment@gold.ac.uk) to make your request.



## **International Development and Academic Partnerships (IDAP)**

The team is an academic service responsible for the identification, development, approval, delivery, monitoring and review of Goldsmiths' academic partnerships, both domestic and international.

The team identifies and scopes academic partnership opportunities through diverse networks. Partnerships which meet Goldsmiths' established criteria are further developed by the team, including due diligence, financial considerations and formal institutional approval processes.

The team ensures that new and existing partnership arrangements meet Goldsmiths' responsibilities to students and are in line with appropriate academic standards and quality expectations.

The team works collaboratively across Goldsmiths' Professional and Academic Services including close working with the Quality Office, Governance and Legal Services, Finance, Registry Services and Student Services. The team currently engages with nearly all of Goldsmiths' academic Schools.

### **Goldsmiths' Academic Partnerships**

Goldsmiths' academic partnerships involve the delivery of Goldsmiths' modules or degree programmes in partnership with other institutions. This includes validation, franchise, dual degrees, joint awards, articulations and off-campus delivery arrangements.

This activity significantly contributes to Goldsmiths' strategy to 2033, A better world, through knowledge and action, which positions partnership as a central mechanism for delivering academic quality, global reach and real-world impact. Across education, research and knowledge exchange, collaboration is not peripheral but integral to how Goldsmiths applies knowledge through action.

Goldsmiths is building its portfolio of academic partnerships to promote innovation in curriculum design and delivery, aid student and staff mobility, and to enrich Goldsmiths' cross-cultural engagement with contemporary issues in the creative arts, humanities and social sciences.

---

## **Job description**

---

Reporting to: Head of Academic Partnerships

### **Summary:**

Reporting to the Head of Academic Partnerships, the crucial aspect of this role is to manage and coordinate the operational delivery of Goldsmiths' academic partnership activities and contribute to the administration of the department to facilitate efficient and effective operation. The post holder is expected to communicate with stakeholders across Goldsmiths and with all levels of staff and management and other external agencies, as needed.

The primary responsibilities of this role are:

- Ensure academic partnership activities are delivered in accordance with agreed processes and timelines, including the coordination of stakeholders.
- Day-to-day administration of the department and team activities.
- Servicing of one senior committee.
- To regularly monitor the department's budget, including the provision of financial information to the Head of Department.
- Facilitating responses to internal and external queries.
- Day-to-day administration of the department and team activities.

This list is not exhaustive, and the post-holder will be expected to carry out duties in line with these responsibilities.

### **Main duties:**

#### ***Partnership Operations***

- Implement institutional frameworks and operational handbooks to ensure the successful delivery of academic partnerships and that activities are completed in accordance with the agreed timeline.
- Coordinate partnership business-as-usual activities and operational processes across the partnership lifecycle, working with colleagues and external stakeholders to ensure effective implementation and delivery.
- Work closely with other IDAP colleagues to ensure smooth transition of partnerships from development to operationalisation and ongoing management.

- Manage partnership contract administration, including coordinating contract reviews, drafting, and renewals with Legal and other stakeholders.
- Ensure partnership processes are aligned with relevant Goldsmiths policies, quality and standards requirements, and sector expectations. Identify and recommend opportunities for process improvement where appropriate.
- Contribute to the development of new partnerships and partnership programmes where needed.
- Coordinate the Partnership Innovation Fund (PIF), including promotional activities, application and approval processes, and the provision of guidance and support to applicants and stakeholders.
- Undertake occasional visits to partner institutions, both within the UK and internationally, as required to support partnership operations and ensure compliance with agreed arrangements.

### ***Communications***

- Contribute to the communications strategy for the Department, promoting the image of the Department to prospective partners and facilitating engagement with current collaborators and staff, working closely with key Departmental and College staff.
- Represent Goldsmiths internally and externally at meetings and networking events as required.
- Manage IDAP-owned internal and external webpages, including setting up new pages and undertaking annual review of existing content. Work with stakeholders across the College to ensure content is accurate, current, and aligned with institutional requirements.
- Organise events and provide content for internal and external communications, such as newsletters, reports, and other communications relating to IDAP activities.
- Ensure accurate and timely communications to stakeholders, including responsibility for driving the departmental communication plan.
- Establish and maintain strong working relationships with academic departments, professional service and academic service teams, and externals.

### ***Financial Administration***

- Rigorously monitor and adhere to allocated budgets and provide written and verbal updates on the Department's financial position, holding regular meetings with the Head of Department and the Department's Management Accountant to discuss accounts and assist with budget forecasting.
- Responsible for Department systems and procedures relating to financial management, including expenditure, income and deposits, purchase card and cash handling, budget transfers.

### ***Other Duties***

- Contribute to the departmental operational plans and demonstrate a commitment to the identification and implementation of continuous improvement across the Department.
- Provide secretarial support to a senior committee, and partnerships approval/review panels.
- Support the staff travel and logistics arrangements required to develop collaborations and/or secure the governance and quality of partnerships.
- Maintain a good understanding of Goldsmiths policies and frameworks as they relate to partnerships.
- Develop and maintain a good understanding of national and international developments and trends in higher education
- Act as the department's contact for matters relating to GDPR and liaise with relevant Goldsmiths teams where required.
- Undertake any other duties as may reasonably be required.
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times helps to maintain a safe working environment by attending training as necessary and following the College's Health and Safety Codes of Practice and Policy.

## Person Specification

---

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**

**I = Interview**

**T = Test**

**C = Certificate**

**R = Reference**

**P = Presentation**

|                                                                                                                                                               | Category |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Essential Criteria 1 - Qualifications</b>                                                                                                                  |          |
| Educated to degree level (or equivalent experience)                                                                                                           | A, C, I  |
| <b>Essential Criteria 2 - Experience</b>                                                                                                                      |          |
| Experience of working in a university or similar organisation, preferably within an academic partnership, TNE or a related function                           | A, I, R  |
| Experience of establishing, managing and improving effective operational processes and procedures.                                                            | A, I, R  |
| Experience of working closely with academic and professional staff to provide effective operational and administrative support within a complex organisation. | A, I, R  |
| <b>Desirable Criteria 2 - Experience</b>                                                                                                                      |          |
| Experience of working with governance and quality assurance systems and processes for the effective maintenance of academic quality and standards             | A, I, R  |
| <b>Essential Criteria 3 – Knowledge</b>                                                                                                                       |          |
| Good knowledge of UK HE institutional policies and procedures, UK credits and qualification frameworks                                                        | A, I, P  |

|                                                                                                                                                                       |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Good knowledge of academic partnerships/TNE models, including their operational, governance and quality assurance requirements.                                       | A, I, P |
| <b>Desirable Criteria 3 - Knowledge</b>                                                                                                                               |         |
| Knowledge of different international education markets and their education systems/credit and qualifications frameworks                                               | A, I    |
| Knowledge of quality assurance, governance and regulatory processes related to academic partnerships                                                                  | A, I    |
| <b>Essential Criteria 4 - Skills</b>                                                                                                                                  |         |
| Strong organisational and planning skills, with the ability to coordinate multiple activities, manage competing priorities and ensure deadlines are met.              | A, I    |
| Excellent written and interpersonal communication skills, including the ability to produce reports and deliver presentations to diverse audience.                     | A, I    |
| Proven ability to develop strong working relationships and build credibility with a wide range of stakeholders.                                                       | A, I    |
| Ability to influence, persuade and negotiate with a range of stakeholders to achieve agreed outcomes.                                                                 | A, I    |
| Ability to adapt to different ways of working and develop cross-cultural awareness and understanding                                                                  | A, I    |
| Excellent IT skills (including MS Office, SharePoint and database systems) with confidence in using and managing a range of digital platforms and electronic systems. | A, I, P |

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.**

**October 26**

## Summary of Benefits

---

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- 3 days of volunteering leave per annum, plus parental and study leave allowance.
- Maternity, paternity, shared parental leave and adoption leave and pay
- Membership of USS or LPFA pension scheme, dependent upon grade
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

## Further information

---

For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

**Thank you for your interest in working with us, we wish you all the best with your application.**