# Head of Academic Partnerships

<table>
<thead>
<tr>
<th><strong>Department:</strong></th>
<th>International Development and Academic Partnerships</th>
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<tbody>
<tr>
<td><strong>Grade/ Salary:</strong></td>
<td>Grade 9, £59,561 - £66,572 including London Weighting</td>
</tr>
<tr>
<td><strong>Contract Type:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Hours:</strong></td>
<td>35 per week (Full time)</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>New Cross, London</td>
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**Closing date:** 13 August 2023  
**Interview date:** 23 August 2023 (to be confirmed)

## 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.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

## International Development and Academic Partnerships Team

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 collaborative provision 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 over half of Goldsmiths’ academic departments.

**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’ institutional priorities and in particular the 4th theme: “Strengthening our International Profile and Relationships”.

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: Associate Director International Development

**Summary:**

- Lead the team to deliver effective and efficient development and approval of new academic partnerships to deliver Goldsmiths’ institutional strategic priorities
- Lead the ongoing management of newly approved academic partnerships
- Work closely with the Associate Director International Development on the management and evolution of existing academic partnerships
- Work closely with the Associate Director and Academic Director IDAP to develop and implement long-term strategies for the growth of a diverse portfolio of strategic, high quality and financially viable academic partnerships
- Ensure design and delivery of sector-leading, integrated and coherent academic partnership practices; and
- Provide authoritative, expert advice and guidance to the Senior Management Team and all other internal and external stakeholders on strategy, TNE policy and practice and the management of UK and international academic partnerships.
Main duties:

Strategy, policy and process:

▪ Work with the IDAP team to develop and deliver Goldsmiths’ academic partnerships plans

▪ Lead on the development of Goldsmiths’ academic partnership approval, monitoring and review processes, in line with QAA expectations and Goldsmiths’ institutional priorities

▪ Lead a systematic approach to the continuous improvement of policy and process design, and identify and implement ongoing enhancements and efficiencies to ensure a streamlined, risk-based approach.

▪ Produce high-level strategy, briefing, guidance, business proposals, reports and review documentation for senior colleagues, committees, prospective/existing partners, external examiners and reviewers, students and other stakeholders.

Partnership Development:

▪ Build networks and relationships within the international HE space to advance Goldsmiths’ strategic objectives in this area

▪ Work with the Associate Director International Development to identify and develop new academic partnership activity from initial scoping to project sanction

▪ Lead the development and approval of all new academic partnerships from sanction to final contract

▪ Work with senior management at Partner Institutions, Goldsmiths academic departments and Professional and Academic Services to implement development, approval, monitoring and review processes, negotiating and agreeing variance where appropriate

▪ Publicise Goldsmiths’ academic partnerships to internal and external stakeholders, including the publication of material on Goldsmiths’ intranet, website and social media channels, contribution to external publications and participation at sector conferences and events

Risk management:

▪ Lead the academic, financial and legal due diligence review for new academic partnerships

▪ Ensure that the management of Goldsmiths’ academic partnerships effectively mitigates academic, financial, reputational and legal risk to Goldsmiths.

▪ Liaise closely with Goldsmiths’ legal representatives to produce and maintain written agreements for each partnership
**Partnership management**

- Lead the effective and secure management of new academic partnerships.
- Lead the production of comprehensive partnership handbooks for each academic partnership setting out the annual cycle of business for partnership management and review, how Goldsmiths will manage delivery and secure all arrangements regarding the student life-cycle
- Work to embed and grow Goldsmiths academic partnerships to ensure maximum mutual benefit and sustainability of collaborative relationships
- Represent Goldsmiths at partner institutions in the UK and overseas

**Team management / support**

- Manage the Academic Partnerships Manager and any other members of the partnerships development and management team as required; plan and oversee the workload, provide influential leadership and on-going staff development.
- Provide advice, guidance and support to the Associate Director and Academic Director IDAP.

**Knowledge Exchange**

- Serve as a member of Goldsmiths’ Academic Partnerships Committee and any other governance bodies as required.
- Contribute to, collaborate with, and learn from sector-leading work related to academic partnerships in order to bring best practice back to Goldsmiths
- Lead response to external reviews or audits, such as those undertaken by the QAA, with regard to academic partnerships
- Represent Goldsmiths on external groups relating to TNE and academic partnership development

**Other**

- You will be required to 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 to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy
**Person Specification**

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

The Essential column shows the minimum essential requirements for the post. The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

- **A** = Application form
- **C** = Certificate
- **T** = Task
- **I** = Interview
- **R** = Reference

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<thead>
<tr>
<th>Qualifications 1</th>
<th>Essential</th>
<th>Desirable</th>
<th>Category</th>
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<tbody>
<tr>
<td>Graduate level qualifications or equivalent</td>
<td>√</td>
<td></td>
<td>A, C</td>
</tr>
<tr>
<td>Project management qualification</td>
<td></td>
<td>√</td>
<td>A, C</td>
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<table>
<thead>
<tr>
<th>Experience 1</th>
<th>Essential</th>
<th>Desirable</th>
<th>Category</th>
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<tbody>
<tr>
<td>Experience of developing and managing institutional level UK and international academic partnerships with other universities, educational agencies, and government agencies in the UK and abroad</td>
<td>√</td>
<td></td>
<td>A, I, R</td>
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<tr>
<td>Experience of working with higher education systems in international contexts across a range of partnership models</td>
<td>√</td>
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<td>A, I, R</td>
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<tr>
<th>Experience 2</th>
<th>Essential</th>
<th>Desirable</th>
<th>Category</th>
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<tbody>
<tr>
<td>Extensive experience of leading complex projects at institutional level</td>
<td>√</td>
<td></td>
<td>A, I, R</td>
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<tr>
<td>Experience with due diligence and risk management in a global context</td>
<td>√</td>
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<tr>
<th>Experience 3</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of leading policy and process reviews and developing new policies and processes appropriate to an organisational context</td>
<td>√</td>
<td></td>
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<table>
<thead>
<tr>
<th>Knowledge 1</th>
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<th>Desirable</th>
<th>Category</th>
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<tbody>
<tr>
<td>In-depth understanding and authoritative expertise in collaborative provision and transnational education</td>
<td>√</td>
<td></td>
<td>A, I, R, T</td>
</tr>
<tr>
<td>Knowledge of UK and global Higher Education policy developments and macro trends</td>
<td>√</td>
<td></td>
<td>A, I, R, T</td>
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<table>
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<tr>
<td>In-depth knowledge and understanding of the UK HE quality framework and ability to provide high level expert advice and guidance related to its application to partnership provision</td>
<td>√</td>
<td></td>
<td>A, I, R, T</td>
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### Skills 1
- Ability to provide high level expert advice and guidance on academic partnerships in the HE context
  - ✓
  - A, I, R
- The ability to rapidly assimilate and distil complex policies and regulations and advise colleagues and partners on their implications
  - ✓
  - A, I, R, T

### Skills 2
- Highly developed communication, interpersonal and influencing skills and the ability to develop and maintain strong professional relationships within and outside Goldsmiths
  - ✓
  - A, I, R
- Excellent written skills in drafting reports that synthesise complex information in a clear way
  - ✓
  - A, I, R, T

### Skills 3
- Ability to think strategically whilst taking a pragmatic approach to identifying and implementing solutions
  - ✓
  - A, I, R, T
- Excellent organisational skills including the ability to work with minimal supervision on several projects simultaneously
  - ✓
  - A, I, R

### Additional Attributes 1
- A strong strategic mind-set and the ability to think imaginatively about new partnerships and opportunities
  - ✓
  - A, I, R
- A flexible approach to working patterns which will include commitment to periodic overseas travel and working outside of normal office hours when necessary
  - ✓
  - A, I

**Task** - all candidates should include a 500-word response to the following question:

> What are the opportunities, challenges and risks facing UK Higher Education institutions seeking to develop and extend TNE activity over the next 3 to 5 years?

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 the first day of appointment.

For more information about the role, please contact Geraint Fox, Associate Director International Development, e-mail [g.fox@gold.ac.uk](mailto:g.fox@gold.ac.uk)

**July 2023**
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
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- 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

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