

## Academic Partnerships Development Manager (12-month Fixed Term)

<b>Department:</b>	International Development and Academic Partnerships (IDAP)
<b>Grade/ Salary:</b>	Grade 7, £44,753- £49,738
<b>Contract Type:</b>	12-month Fixed Term
<b>Hours:</b>	Full time
<b>Location:</b>	New Cross, London

### Goldsmiths

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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.



## **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.

## **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 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.

## Job description

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Reporting to: Head of Academic Partnerships

### Summary:

Reporting to the Head of Academic Partnerships, this role's primary responsibility is to assist in delivering Goldsmiths' partnership strategy and drive the development of new partnership activities during a particularly busy period. This post will project manage academic partnership activities from development to implementation, ensuring that quality assurance and academic standards are upheld throughout. The post holder is expected to engage with a broad range of internal and external stakeholders, both in the UK and overseas.

The post is offered on a fixed-term basis of 12 months in the first instance, with the possibility of extension subject to review of IDAP's development and ongoing activities.

### Main duties:

#### *Partnerships Development*

- Drive the development of new partnerships in the pipeline, in accordance with Goldsmiths partnerships strategy and framework.
- Project management of new partnership developments, including ensuring projects follow appropriate timelines, facilitating communications between key stakeholders, identifying and resolving issues, managing risks associated with new developments, and closely monitoring the effectiveness and sustainability of partnership development projects.
- Work collaboratively with Goldsmiths academic departments, the senior leadership at Goldsmiths and the partners, and other stakeholders to ensure new developments comply with internal and external policies and procedures.
- When necessary, create procedures and establish data requirements for the end-to-end delivery and management of new partnership activities, including operational and delivery requirements, due diligence, regulatory compliance and risk management.
- Lead the approval process of new partnership arrangements, including preparing comprehensive documentation to secure necessary internal and external approvals.
- Coordinate the draft of partnership agreements, review agreements in consultation with the Legal team, and liaise with the partners for contract negotiations.
- Operationalise new partnerships after approvals are obtained, working closely with various professional service teams at Goldsmiths.

- Contribute to identifying new partnership opportunities and scoping out new projects.

### ***Partnerships Management***

- Maintain an overview of established partnership activities and ensure the successful delivery of partnership programmes.
- Take a lead on the end-of-contract reviews, and other relevant quality assurance reviews of partnership activities.
- Make recommendations and report on operational outcomes to the Head of Academic Partnerships and other relevant senior staff.

### ***Others***

- Contribute to the development of the College's Partnerships Strategy and its implementation plan.
- Visit partner institutions for development and review meetings, which may involve both UK and international travels.
- Undertakes any other duties within the IDAP team as may reasonably be required.
- At all times to carry out responsibilities with due regard to the College Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work Policy.
- At all times help 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

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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. **Please address how you satisfy each criterion in your letter of application.**

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**

**C = Certificate**

**I = Interview**

**R = Reference**

**T = Test**

**P = Presentation**

	Category
<b>Essential Criteria 1 - Qualifications</b>	
Educated to degree level (or equivalent experience)	A, C
<b>Desirable Criteria 1 - Qualifications</b>	
Project management qualification	A, C
<b>Essential Criteria 2 - Experience</b>	
Experience of developing and/or managing institutional-level UK and/or international academic partnerships within a HE environment. Familiarity with various models of academic partnerships.	A, I, R
Experience of making effective presentations, writing proposals and reports to diverse audiences.	A, I, T
<b>Desirable Criteria 2 - Experience</b>	
Experience of working in complex operations, resolving operational issues, ideally in an HE environment.	A, I
Familiarity with key aspects of UK quality assurance and enhancement approaches, including regulations and policy development, programme development, and review and enhancement of provision.	A, I

<b>Essential Criteria 3 – Knowledge</b>	
Good knowledge and understanding of academic partnerships/TNE models and the opportunities and risks presented by such activities.	A, I, R, T
Good knowledge of UK HE institutional policies and procedures.	A, I, R, T
<b>Desirable Criteria 3 - Knowledge</b>	
Knowledge of UK and global Higher Education policy developments and macro trends.	A, I, R, T
Understanding of TNE landscape including key markets and competitor activities.	A, I, T
<b>Essential Criteria 4 - Skills</b>	
Ability to evaluate and develop feasible and robust business cases for major initiatives.	A, I, T
Ability to manage and drive forward projects concurrently, while working consistently and accurately to tight deadlines.	A, I, T
Ability to work collaboratively in a team of staff committed to strong working practices and a culture of creativity and ambition.	A, I, T
Good communication, interpersonal and influencing skills and the ability to develop and maintain strong professional relationships within and outside Goldsmiths.	A, I, T
Excellent written skills in drafting reports that synthesise complex information in a clear way.	A, I, T
Excellent organisational skills including the ability to work with minimal supervision on several projects simultaneously.	A, I, T
Ability to multi-task and work on several projects at the same time.	A, I, T
<b>Additional Attributes</b>	
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
Excellent IT skills to support effective analysis of data and communication of ideas and information.	A, I
Cross-cultural awareness and understanding	A, I

**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.**

**April 26**

## Summary of Benefits

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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

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about). **For an informal discussion about the role, please contact Shuang Gao, [shuang.gao@gold.ac.uk](mailto:shuang.gao@gold.ac.uk).**

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