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| **University of St Andrews**  **Global Office**  **Partnerships Officer (Projects) – AD2248MR**  **Further Particulars for Applicants** |

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| **Global Office** |

Founded in the early 15th Century, St Andrews is a Scottish university with a global orientation rooted in European traditions. Our demographic profile is highly distinctive with over 45% of our students and staff coming from outside the UK. We are proud that the University is ranked among the top universities in the world for its international outlook and we are determined to maintain and extend this element of our identity.

The Global Office is responsible for managing strategic, multi-dimensional partnerships; providing co-ordinated support for the Principal’s Office in relation to strategic Global projects as well as Global activities which are cross-institution and which enhance student experience, academic reputation and research connectivity internationally; and supporting the alignment of Global services to ensure a consistent approach and a seamless service for academics, students and external stakeholders.

The Global Office acts as the lynchpin for a range of international strategic activities across the institution and as the point of contact for our university partners around the world. At the University of St Andrews our new University Strategy for 2022-2027 has its objectives grouped under five themes – World-leading, Diverse, Digital, Sustainable, and Entrepreneurial – international activities interact with all of these themes and the Global Office plays a role in their strategic direction, management, co-ordination and implementation.

The Global Office manages a wide range of Study Abroad, collaborative programmes, and Joint PhDs, and the associated student experience. The Office also manages the business of the University’s International Committee and Short Courses Committee. It develops and maintains relationships with partner institutions and works towards the further development of international links and activities.

Global St Andrews provides a welcoming gateway for the world to come to St Andrews; support strategic growth; and enables further access to teaching and research opportunities globally for students and staff. Global St Andrews seeks to enhance the University’s reputation internationally, and to provide co-ordinated support for staff leading on collaboration, international research and curriculum development.

The Office works closely with other Units under the Global banner (Admissions, Careers, Development and the International Education Institute), as well as the Principal’s Office, Schools, Registry, and Research and Innovation Services.

**The job description for this role is attached below**

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| **Job Description** |

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| Job Title: Partnerships Officer (Projects)  School/Unit: Global Office  Reporting to: Director of the Global Office  Job Family: Managerial, Specialist & Administrative | Working Hours: Full time/36.25 hours per week (8.45am-5pm, Monday to Friday)  Grade/Salary Range: 6/£35,333 - £42,155 per annum  Reference No: AD2248MR  Start Date: As soon as possible  Interview Date: Week commencing 16 January 2023 |

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| **Main Purpose of Role** |

This role will report to and work closely with the Director of the Global Office to support the University’s strategy in relation to a broad range of partnership activities internationally.

The role will encompass work on both existing partnerships and the development of new strategic initiatives. Working closely with the other Global Officers, it will be responsible for co-ordinating the development of a diverse range of new collaborative and short course projects, co-ordinating the development of a Global Toolkit for staff, and managing the operation of collaborative provision at postgraduate taught level. The role-holder will be expected to travel internationally in support of strategic projects, and to support senior management with relevant briefings, analyses and planning.

The success of this role is critically dependent on effective liaison and understanding of the requirements of key stakeholders such as the Principal’s Office, Schools and partner institutions. The role-holder will be closely involved with major institutional projects to enhance the academic partnership portfolio, and associated service and operations.

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| **Key Duties and Responsibilities** |

**Service Delivery and Development**

1. Co-ordinate the development and implementation of new collaborative projects and short course projects, including digital partnerships and credit-bearing summer provision, ensuring project plans are in place, milestones are met and that all relevant parties, including the Principal’s Office, the International Committee and the Short Courses Committee, are kept up to date;
2. Manage partner relationships, co-ordinating across the team and the institution to ensure partners receive a joined-up, effective and tailored service appropriate to the partnership and supportive of the University’s international reputation;
3. Manage the preparation and briefings for delegation visits to St Andrews and strategic visits overseas, and the follow up, so as to take forward any developments and maintain strategic relationships;
4. Develop and maintain toolkits for staff engaged in international activities broadly;
5. Chair the PG Collaborations Operations Group and work closely with Schools, the Associate Deans and Registry to ensure a joined up and streamlined service for students on collaborative programmes at postgraduate taught level, from application to arrangements for assessment and graduation;
6. Undertake international travel to support strategic initiatives and ensure the effective management of a diverse range of institutional partnerships worldwide;
7. Draft, compile and edit content for publications and the University website in relation to Global Office activities, ensuring that information for students, staff and partners is clear and comprehensive, and supportive of the partnerships and student experience;
8. Keep abreast of partnership developments in HE in the UK and internationally, particularly as these relate to collaborative activity, and to provide advice to senior management on the impact of developments and changes on St Andrews activity;
9. Provide expert support, briefings and analyses for the Principal’s Office, and the Senior Vice-Principal (ISER) in particular, in relation to relevant Global projects and initiatives;
10. Respond to complex enquiries from students, staff and partners, which require expert knowledge of University policies and partnership arrangements, and to handle problems in a sensitive and professional manner, liaising with other colleagues as required;
11. Maintain and develop working relationships with partner institutions, preserving a history of customer requirements so that our service is sensitive to individual needs and tailored to a diverse range of partners and arrangements;
12. Manage the maintenance and updates of Unit policies;
13. Continually update knowledge and understanding in a specialist area;
14. Ensure procedures are documented, kept up to date and reviewed on a regular basis;
15. Resolve complaints and adopt a pro-active approach to trouble-shooting;
16. Join external networks to share information and identify opportunities for change and innovation.

**Unit Operations**

1. Work closely with other Global Officers, the Director and Senior Vice-Principal (ISER) to develop the service associated with the Global Office for internal and external stakeholders, ensuring strategic alignment;
2. Contribute to overall operational planning across Global St Andrews;
3. Deputise for the Director of the Global Office as required.

Key liaison groups

International Committee and Short Courses Committee

Principal’s Office

Schools

Registry

Admissions

Careers

International Education Institute

Special Requirements:

The role-holder should be prepared to work occasionally outside regular working hours, including evening and weekend work to support key Global Office processes. In addition, the role-holder will be required to undertake some international travel in support of the University’s internationalisation agenda.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | First degree or equivalent relevant experience | Postgraduate qualification | Application |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Proven HE experience, with knowledge and understanding of key international collaboration issues in the HE sector;  Experience of working with customers in international markets;  Experience of delivering training or presenting complex material to an audience;  Experience of managing institutional projects to tight deadlines. | Experience of leading a team and working in a creative and collaborative manner;  Experience of managing summer or other short course programmes for international students;  Experience of developing virtual mobility programmes and/or other forms of digital partnership. | Application, Interview, Presentation |
| Other Attributes/Abilities  (if applicable) | Excellent people skills, with the ability to remain calm, courteous and professional under pressure;  Excellent and effective oral and written communication skills;  Highly literate and numerate with meticulous attention to detail;  Excellent presentation skills, with the ability to convey concepts and complex material in a clear and accessible manner to a range of audiences;  Strong networking, relationship management and negotiation skills;  Analytical and systematic approach to problem solving often involving complex information or relationships;  High levels of planning, organisational and prioritisation skills;  Strong IT skills, including MS Office (Word, Excel, Access and Outlook);  Ability to work independently and use initiative, but also to work cohesively across teams and units to facilitate positive outcomes and good information sharing. | Familiarity with  Terminal 4 or other web management tools.  Working knowledge of another language. | Application, Interview, Presentation, Test |
|  | A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities;  Willingness and ability to learn new systems and processes quickly including IT systems. |  | Application, Interview, Presentation |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information** |

This post will be primarily based at the Bute Building in St Andrews.

Interviews will be held in the week commencing 16 January 2023.

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: AD2248MR

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars.  The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.  Information on other visa options is available at [https://www.gov.uk/check-uk-visa](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcheck-uk-visa&data=04%7C01%7Csg43%40st-andrews.ac.uk%7Cafac7322058645cedc6808da12632e01%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637842514422631093%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kM%2F3JwneeNydEuqzYCOGR8Av87sjhFySRETnsBd8Rb8%3D&reserved=0) or by contacting our HR Immigration Team on [hrimmigration@st-andrews.ac.uk](mailto:hrimmigration@st-andrews.ac.uk).

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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| **Who Are We? St Andrews At a Glance** |

The third oldest university in the English-speaking world

Ranked top UK university in the [Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)

Twice named [University of the Year](https://news.st-andrews.ac.uk/archive/st-andrews-named-university-of-the-year/)

Consistently ranked [one of the UK’s top five universities](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings) and top in Scotland in the *Complete University Guide*

Top in the UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/)

Research-intensive – ranked 3rd in Scotland and 28th in the UK in [UK Research Excellence Framework](https://www.ref.ac.uk/)

Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible

Committed to sustainability and [aiming for Net Zero by 2035](https://www.st-andrews.ac.uk/sustainability/)

More than 9000 students and 3000 staff

Highly international – more than 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life. Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 13,000 students and staff, typically of more than 140 nationalities. It has more than 10,000 students, just over 8000 of them undergraduates, and employs approximately 3000 staff, made up of c1350 in the academic job families and c1650 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its current position as the top UK university ([Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)).

The Strategy sets out the University’s ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry, and embed a culture of entrepreneurship among students and staff.

St Andrews has placed social responsibility at the heart of the Strategy, with a pledge to manage growth in student numbers, foster a growing culture of sustainability, and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF 2021](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ref.ac.uk%2F&data=05%7C01%7Csc350%40st-andrews.ac.uk%7C49aceb5f63c240c926ff08da4862842c%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637901885197306115%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jhSn5A9k8jI8xV2A9dKVyyvOmE88Q37jibV8gR%2B14SQ%3D&reserved=0)) more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent. REF found that the overall quality of research at St Andrews had increased by 5.7% since the last assessment exercise in 2014.

St Andrews was ranked the top university in the UK in [The Times and Sunday Times Good University Guide 2022](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn): this is the first time in the history of the Guide, and UK university league tables in general, that a university other than Oxford or Cambridge has topped the rankings. St Andrews has consistently been ranked one of the UK’s top five universities in league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/universityguide) and the [Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It is the third year that St Andrews has challenged the Oxbridge rankings, coming [second to Cambridge in 2020](https://news.st-andrews.ac.uk/archive/staff-and-students-help-st-andrews-to-league-table-first/) and [second to Oxford in 2021](https://news.st-andrews.ac.uk/archive/university-challenged-st-andrews-breaks-oxbridge/). It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-scoops-top-teaching-award/), and in the [National Student Survey 2021](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/) was the leading mainstream UK university for student satisfaction for the thirteenth year in a row.

In international and world rankings the University of St Andrews scores highly for teaching quality, research, international outlook and citations. It is a World Top 100 institution in the [QS World University Rankings 2022](https://www.topuniversities.com/university-rankings/world-university-rankings/2022).

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for more than a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/). Sixteen Schools hold [Bronze Awards](https://news.st-andrews.ac.uk/archive/university-secures-gender-equality-awards/), while the Schools of Physics & Astronomy and Psychology & Neuroscience have achieved [Athena SWAN Silver Awards](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/), and the School of Biology holds a [Gold Award](https://biology.st-andrews.ac.uk/edi/2021/05/10/school-of-biology-receives-an-athena-swan-gold-award/).