

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

Global Partnerships – Senior Manager

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The University of Waikato is a comprehensive university, located in Hamilton and Tauranga, New Zealand. The University is ranked in the top 1% of universities worldwide.

International connectedness is an overarching theme in the vision for the University of Waikato and global engagement is a key part of our institutional history and identity. We are connected internationally through numerous research, teaching and mobility partnerships; we deliver education offshore and we attract top international academic staff as well as international students from over 80 countries.

We actively pursue, maintain and support a wide range of global partnerships in order to:

1. Increase research performance and impact
2. Enrich staff and student experience
3. Contribute positively to our reputation
4. Support the recruitment of international students.

As part of our International Plan, our aim is to develop and maintain a network of global partnerships that are active, have clear outcomes and continue to be mutually beneficial to both partners. As part of this network the University has identified a small number of centrally led strategic global partnerships that are high performing and multi-faceted. These partnerships will maximise collaboration opportunities for research, teaching, and professional services and leverage reputational benefits.

2. POSITION PURPOSE

Working closely with the Director, International, the Deputy Vice Chancellor, and other senior staff, the Senior Manager Global Partnerships and Engagement is responsible for the growth and sustainability of our existing partnerships with a key focus on our strategic partnerships. As well the identification and development of new partnerships.

They will also be responsible for developing and implementing initiatives that:

- Maximise engagement with our global partners and stakeholders to increase our international connectedness and enhance our global reputation.
- Create a supportive and enabling environment that celebrates the success of global connection and achievement and encourages all staff to engage with our global partners.

3. ACCOUNTABILITY

Senior Manager Global Partnerships and Engagement is responsible to the Director, International

4. FUNCTIONAL RELATIONSHIPS

Internal:

- Vice Chancellor's Office
- Deputy Vice-Chancellor
- Research Office
- Academic Divisions
- Communications, Marketing and Events
- Alumni and Development Office

External:

- Global Partners
- Government Organisations
- Alumni
- Global Rankings Agencies
- Global Funding Bodies
- Local and Global Employers

5. KEY TASKS

5.1 Partnership management and development

- Provide strategic oversight and central coordination of the University's global partnerships with a particular focus on our strategic partnerships, including:
 - The development and delivery of annual plans (in conjunction with our partners) to ensure that the University's vision and ambitions related to strategic partnerships are met.
 - The development and management of programmes of work, including visits, events and the oversight of collaborative funding schemes.
 - The scoping and development of new strategic partners.
- Provide strategic advice to senior staff to assist in the identification and development of new partnership opportunities and help make decisions regarding whether or not the University should pursue international partnership opportunities that may involve complex issues and careful consideration regarding legal, financial and reputational risk.
- Build and maintain a wide range of global stakeholder relationships.
- Identify sources of funding and other opportunities that enable global engagement.
- Manage the analysis and reporting of partnership/engagement activities to a wide range of university stakeholders.

5.2 Internal and External Engagement

- Establish and maintain close working relationships with senior staff and all relevant professional services staff, as well as academic staff in the schools, divisions, key research institutes and centres.
- Develop an annual plan for division engagement/attendance at school meetings.
- Work closely with Marketing and Communications to provide internal and external visibility of the University's partnerships and global engagement, including:
 - o Oversight of the Global eUpdate for global partners/stakeholders
 - o Supporting the production and updating of Global Reputation Collateral
 - o Coordination and publication of Waikato Global - a monthly newsletter for all staff that celebrates global success and shares global opportunities.
 - o Maintenance/development of relevant pages on the University's external and internal website.
- Provide support and input into hosting of the University's global partners and other global delegations.
- Work with colleagues in the International Office and across the University, to investigate and develop new opportunities for global reputation building and engagement.
- Oversee the development/enhancement and maintenance of the following resources:
 - o Reputation Toolkit
 - o Hosting a Visit Toolkit
 - o Visiting Scholars Toolkit
 - o Global Engagement Toolkit

5.3 Systems and processes

- Provide oversight of the International Office's use of the CRM for the management of our global partners and other stakeholders.

5.4 Other

- Organise and undertake overseas travel in support of partnership development and relationship management.
- Support the Director, International with office wide initiatives and support as required.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- If applicable, undertake line manager health and safety responsibilities as set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager.

6. **PERFORMANCE STANDARDS**

Senior Manager Global Partnerships and Engagement will be performing satisfactorily when:

- High level strategic advice is provided to the Director, International and Senior staff of the University to allow effective decision making.
- Objectives as specified in the International Plan are being met and the relevant Divisions are supported to contribute to the achieving these objectives.
- Our strategic partnerships are embedded across the University and are meeting agreed outcomes including contributing positively to the University's global reputation.
- A suite of toolkits is maintained to support the International Plan and enhance our global reputation.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Degree qualified or equivalent and 10 years plus experience

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Demonstrated experience of working with internal and external stakeholders with strong relationship management expertise.
- Experience of developing partnerships that resulted in positive and tangible outcomes.
- Proven experience of developing and implementing a strategy to achieve agreed targets and outcomes.
- Significant experience of working with different levels of seniority within an organisation.
- Excellent communicator including written and verbal communications
- Experience of writing reports and communicating these to senior management.
- Experience of managing and delivering projects, including effective engagement with stakeholders.
- Knowledge and experience of working and managing across cultures and time zones.
- Proven experience of managing budgets.

Preferred

- Experience working in international ideally within the higher education, research, innovation, governmental or policy areas.
- An understanding of the global research environment, including international funding agencies.
- An understanding of the interplay between research, marketing and communications and global partnerships to enhance the University's global position.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

PERSONAL QUALITIES

- Genuine commitment to the mission, values, and work of the University of Waikato.
- Ambition to achieve challenging targets and to turn the University's aims into reality.
- Professional presentation and manner.
- Highly developed communication, interpersonal and influencing skills – to work effectively with a wide range of colleagues, especially senior-level colleagues.
- Ability to think strategically, linking International Office goals to the University's wider strategy and effectively engaging colleagues to ensure buy in and understanding for strategy and targets.
- Ability to plan, organise and prioritise responsibilities/activities.
- Ability to relate well to a wide range of people from a variety of backgrounds and cultures in a pleasant, professional, courteous, and sensitive manner.
- Ability to build and maintain strong working relationships with people in other countries.
- Experience of working successfully to deadlines under pressure.
- Experience in dealing with confidential or sensitive data with discretion.
- Commitment to a culture of openness, flexibility, and co-operation to achieve excellence in academic programmes, research, and professional services.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.