JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Partnerships Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Academic Quality and Policy Office</td>
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<tr>
<td>Job type</td>
<td>Non-academic Professional</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Assistant Registrar (Partnerships)</td>
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<tr>
<td>Accountable for:</td>
<td>NA</td>
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**Purpose of the Post**

The Academic Partnerships Officer will be responsible for the administration, development and quality assurance of Royal Holloway’s portfolio of institutional partnership agreements, comprising study abroad, international exchange (including Erasmus+) and other collaborative institutional agreements such as articulation agreements and progression. The post holder will work closely with the Assistant Registrar (Partnerships) to ensure a joined up approach to the operational and quality management of the current and developing range of partnership activities across the College. The post holder will require a clear understanding of institutional and departmental objectives as well as a sound knowledge of trends and developments in relation to the development of higher education institutional partnerships.

**Key Tasks**

- Support the Head of Academic Quality and Policy and the Assistant Registrar (Partnerships) in evaluating and making recommendations to the College for the establishment of study abroad partnership opportunities.

- Work with the Assistant Registrar (Partnerships) to maintain accurate records of Royal Holloway’s current partnership agreements and to contribute to planning of new study abroad opportunities.

- Maintain timely and professional communications with internal colleagues and external partners through effective management of the partnerships email inbox.

- Work with the Assistant Registrar (Partnerships) and other colleagues across the College to provide expert advice as relevant to ensure a shared understanding of the requirements for establishing study abroad partnerships.

- Manage and develop sound professional relationships with key external stakeholders to ensure the on-going success and development of these partnerships, including being a primary point of contact with study abroad partners.
Liaise with the staff in CeDAS to coordinate as appropriate outgoing and incoming Study Abroad agreements and activities and keep them and internal stakeholders apprised of any new and terminated agreements and monitor the balance of these in consultation with CeDAS.

Support colleagues in AQPO with preparing documentation and following up actions that relate to partnership activities for Faculty and College committees (e.g. Collaborative Provisions Committee) as appropriate.

Work closely and co-operatively with staff in Marketing and Communications to ensure that the website and promotional material on study abroad opportunities is kept up-to-date.

Keep actively informed of current trends and potential future developments in the area of study abroad partnerships and opportunities and make recommendations to Head of AQPO/Assistant Registrar (Partnerships) as to how Royal Holloway could respond to these.

Support the Head of AQPO and the Assistant Registrar (Partnerships) with the planning and support of inward visits from senior delegations and others to Royal Holloway which support Royal Holloway’ study abroad partnerships.

Undertake any other duties as required by the Head of Academic Quality and Policy Office that are commensurate with the grade.

**Other Duties**

The post holder is also expected to show a continual commitment to personal development and remain abreast of relevant developments in the sector through research and attendance at conferences and training events as appropriate.

As the needs of the College and AQPO change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Some weekend work may be required to promote study abroad opportunities at Applicant Visit Days. Similarly travel to relevant at conferences aboard may be required. TOIL will be given for such work as appropriate.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Academic Departments and Schools
- CeDAS
- Marketing and Communications, including Recruitment and Admissions