

Job Description

Job Title; Recruitment Partnerships Manager

Directorate: International Office

**Grade: F
Full Time**

**Role profile: SMF1
Permanent**

	Duties of the role
Overall purpose of the role	The Recruitment Partnerships Manager (RPM) will have a pivotal role in managing the University's engagements with global academic progression partners. You will be responsible for managing and leading a small team ensuring that individual and team objectives are met and a culture of continual improvement is fostered. You will work to ensure DMU builds strong global progression partnerships, with, sponsorship bodies, schools, colleges, and Universities through the development of creative long term online and offline strategies. The PM will be expected to support and develop relations with both external and internal stakeholders to enhance recruitment opportunities, whilst contributing to a strong sales climate and culture. The RPM will be responsible for developing new progression partners globally and supporting International Office (IO) colleagues with maximising engagement with existing progression partners.

Main duties and responsibilities	Lead on establishing new and managing existing progression arrangements to promote recruitment to DMU globally. Lead, develop and manage the performance of a small team of Progression Officers (POs) and Progression Administrators (PAs) along with supporting in-country staff in order that individual capability is maximised and team objectives and targets are achieved. Plans Develop an operational plan for growing international recruitment through progression channels, including identification of new markets, development of new progression partnerships and managing existing partnerships to maximise their results. Liaising with the designated line manager and senior management, develop highly creative and innovative marketing and recruitment solutions relevant to the region. Ensure the delivery of financial targets including student recruitment and income generation in line with the overall targets for the International Office and in the context of the university's strategic plan. Manage projects as requested from time to time by management & deliver to budget and quality requirements Budgets Monitor and control the budget for progression in line with agreed markets as defined by the designated line manager. Performance and Process Through Continuous Improvement identify areas where performance and processes can be improved, and develop and implement performance improvement plans in order to realise these improvements to deliver the annual income targets set by the line manager.
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Build and maintain relationships with key faculty colleagues (including senior leaders) to develop their international progression offer, offering advice where appropriate.

Reporting

Monitor targets and produce detailed reports on region specific progression targets.

Ensure appropriate and prompt follow up action is taken after overseas visits including analysis, conversion support and future planning.

Develop a strong internal and external network to support sales and income generation

Build effective and influential relationships with key DMU academic and professional services colleagues and involve them in the achieving the delivery of DMU's international recruitment strategy

Act as a key contact for the DMU China Office to support their partnership development work in China

Represent the IO at institute-wide committees (eg. Faculty International Committee) and at external conferences, to deliver updates and build business development opportunities.

Deputise for senior International Office colleagues at relevant university engagements – including committees.

Contribute to a strong a sales climate and culture within the team

Work closely with all other members of the sales team to deliver the overall international recruitment strategy

Identify potential new partners and new pathways with existing partners to increase and diversify international recruitment channels across markets and faculties Work closely with the IO to share business updates and explore commercial opportunities

Maintain highly effective policy, governance, systems and processes

Manage delivery of objectives/targets within the agreed budget and provide appropriate reporting on an ongoing basis.

Contribute to internal governance structures ie. Servicing institution wide committees Help to develop systems and procedures to improve reliability and performance of service delivery

Other

Perform any other duties commensurate with the job grade as reasonably required from time to time.

Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and training	Educated to degree level, or with equivalent qualification or experience	Essential		D			D
	Postgraduate or Professional qualification/ working towards		Desirable	D			D
Previous work experience	A track record of developing and implementing operational processes with both external and internal stakeholders	Essential		D	D		
	Experience of working in Higher Education and the operation of progression arrangements in Higher Education.	Essential		D			
	Demonstrable experience of writing/ shaping operational strategies.		Desirable	D	D		
	Working with overseas partners and other external partners to develop sound working relationships and partnerships	Essential			D		
	Proactive and innovative strategic thinking and problem solving	Essential			D	D	
	Previous supervision or line management experience		Desirable		D		
	A good understanding of the current international HE landscape		Desirable	D	D		
Leadership and Management	Ability to be decisive, especially when under pressure	Essential			D		
	Experience of working within a global marketplace		Desirable	D			

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Leadership and Management (...continued)	Ability to provide evidence of achieving and exceeding targets	Essential		D	D		
	Flexible – able to deal with conflicting demands and priorities		Desirable	D	D		
	Demonstrable capability to build effective internal and external networks to support sales and income generation	Essential		D	D		
Policy and Business Development	Experience of policy and process development and improvement	Essential			D		
	Commercial awareness and acumen	Essential		D	D		
Performance Improvement	Sound knowledge of international market needs and trends to inform portfolio developments and innovations	Essential		D		D	
	Experience of developing and supporting a high-performance team culture		Desirable		D		
Additional requirements	Willingness to travel nationally and internationally		Desirable	D	D		
	Ability and willingness to adopt a flexible approach to work in order to provide support across a broad range of responsibilities and, when required, cover out of normal working hours	Essential		D	D		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence