

Job Description

Job title: Senior Recruitment Partnerships Manager

Faculty/Directorate

Grade: G

Role profile:

Full time

Permanent

	Duties of the role
Overall purpose of the role	The Senior Recruitment Partnerships Manager is responsible for leading the delivery of international student recruitment through articulation and progression routes, pathway providers, and other institutional partnerships. The role focuses on operational delivery of recruitment and income targets, development and management of the processes associated with recruitment partnerships, and leadership of a specialist team within an established strategic framework. Reporting to the Deputy Director of International and as a member of the International Office Management Team, the Senior Recruitment Partnerships Manager will play a key role, leading a team to provide appropriate support across the International Office and Global Partnerships Unit.
Main duties and responsibilities	The Senior Recruitment Partnerships Manager will: 1. Develop and lead the implementation of a recruitment partnership strategy • Develop a global strategy that articulates market development priorities and opportunities • Support the development of regional strategies to enable the effective identification, establishment and growth of key partner engagement in each specific region. • Continuously review and contribute to the development and support the implementation of country-specific recruitment plans for progression and key partner engagement. 2. Develop a strong internal and external network to support sales and income generation • Work with key contacts within the International Directorate, Faculties and wider institution to promote, identify and facilitate new international recruitment partnerships • Develop and maintain links with embassies, UKTI, British Council,

Duties of the role

educational institutions and industry bodies.

- Build effective and influential relationships with international recruitment partners to facilitate high-volume growth.
- Develop and maintain links with DMU's branch campuses and wider TNE partners to support commercial income growth and maximise the value of DMU's partnerships with these organisations.

3. Manage and develop a high-performing team

- Establish and develop processes and governance to allow for the effective management and delivery of recruitment partnerships by the international team
- Train and develop staff members across the regional recruitment teams to enable the promotion of international recruitment partnerships
- Motivate, coach and lead all staff in the team to maximise recruitment partnerships performance globally.

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

- Work closely with all other members of the Management Team to deliver the overall international recruitment strategy.
- Ensure all targets and KPIs are clearly defined and articulated across the international recruitment team.
- Develop a spirit of Shared Mission across the international recruitment partnerships and international recruitment team.
- Develop and maintain strong relationships with the regional teams, regularly reviewing the effectiveness of and providing support for successful regional partnerships.

The post holder will be required to:

1. Perform any other duties commensurate with the job grade as reasonably required from time to time.
2. Take responsibility for ensuring that the university's strategic equality plans are in place and provide regular reports on progress.
3. *Act as a Role model and in accordance with the University's Leadership and Management Standards and Behaviours framework aligned to DMU values:*
 - ✓ *Collaborative - encourage my team to collaborate and share best practices, set clear and aspirational goals, create outcome-focused work plans, and recognise strengths and support development.*
 - ✓ *Compassionate - provide honest and constructive feedback, foster a safe and open work environment, deliver difficult decisions with credibility, and*

	Duties of the role
	<i>act with integrity and transparency.</i> ✓ <i>Creative - create an environment that encourages questioning and idea sharing, minimises bureaucracy, facilitates open discussions about mistakes, and involves teams in continuous service improvement.</i> ✓ <i>Community minded - encourage diverse perspectives, promptly address conflicts and inappropriate behaviours, and foster a culture of mutual respect.</i> 4. 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. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

Person Specification

Job Title: Senior Recruitment Partnerships Manager

Faculty/Directorate

Grade: G

Role profile:SMG2

Full time (hours per week)

Permanent

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Educated to degree level, or with equivalent qualification or experience	Essential		X			X
	Postgraduate or Professional qualification		Desirable	X			X
Previous Work Experience	Experience of managing international recruitment or partnerships in at least one major international market for UK Higher Education	Essential		X	X		
	Demonstrable experience of writing and shaping international recruitment strategies.		Desirable	X	X	X	
	Proven experience of effectively leading and managing a team in a large and complex organisation.	Essential		X	X		
Specific Knowledge/Skills/Abilities/Motivation/Attitude Required	An excellent understanding of the current international Higher Education landscape	Essential		X	X	X	
	Diplomacy, cultural and political awareness and the ability to deal with issues sensitively and confidentially	Essential		X	X		
	Proven ability to horizon scan, and identify potential opportunities, risks, challenges and threats.	Essential		X	X	X	
	Ability to build effective internal and external networks	Essential		X	X		
	Sound understanding of immigration rules and regulations relating to international students		Desirable	X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Experience of managing substantial budgets (100K plus)		Desirable	X			
Additional Requirements	Willingness and ability to travel in the UK and overseas, including unsociable hours, for up to 12 weeks per year as required	Essential		X			
Our Values and Behaviours at DMU							
Collaborative	Foster team collaboration and the exchange of best practices, establish clear and ambitious goals, develop work plans focused on achieving outcomes, and identify and nurture individual strengths to support development	Essential		X	X		
Compassionate	Offer honest and constructive feedback, cultivate a secure and open workplace, make difficult decisions with credibility, and act with integrity and transparency	Essential		X	X		
Creative	Cultivate an environment that promotes questioning and idea sharing, minimises bureaucratic hurdles, encourages open dialogue about mistakes, and engages the teams in ongoing service improvement.	Essential		X	X		
Community-minded	Encourage diverse viewpoints, swiftly address conflicts and inappropriate behaviours, and nurture a culture of mutual respect.	Essential		X	X		

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