



JOB DESCRIPTION

Job Title	Head of Partnerships
Division/Unit	China Office
Job type and location	Fixed Term Beijing or Shanghai
Monthly salary (Gross)	
Accountable to:	Director of China
Accountable for:	
Purpose of the post	<p>It is essential to have a local leader on the frontline to form an efficient partnership team to maximum the University's efforts and investment. The role will aim to achieve the KPIs from the perspective of partnership development from China and provide the excellent customer service to partner institutions and students.</p> <p>Interested candidates are invited to send a letter explaining how your qualification and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: JShen001@dundee.ac.uk Please use "Head of Partnership – Candidate Name" as the subject of the email.</p> <p>The closing date for application is 30th July 2024.</p>

Key Responsibilities

- Guided by the University's strategic priorities and in close consultation with Colleges/Schools, and Director of China plan and manage the development of strategic partnership activity in China.
- Working closely with colleagues in the Schools, Globalisation team and to ensure that partnerships meet the University's governance, quality assurance, compliance and contractual requirements.

- Research opportunities for the development of new links with appropriate partner institutions in China and help manage emerging relationships as well as identify areas for potential future strategic partnership development.
- Manage the Partnership Agreements with strategic partner institutions including work with GP to follow up with our partners to identify actions required to maximize the relationship.
- Manage the China partnership team effectively with the accountability for KPIs also to have a strong awareness of Institutional policy to ensure both are considered and implemented throughout the development of all partnership activities.
- Support Director of China reviewing the partnership to ensure it is sustainable and the partnership records are maintained.
- Provide recommendation and advice on development of the relationship and communication with China partners.
- Plan and support implementation of identified actions agreed with colleges/schools and Director of Greater China.
- Contribute proactively to the University's market intelligence by monitoring best practice at the University, partner, competitor institutions and work with relevant teams to ensure that the University's continuously learns from best practice.
- Provide highly professional representation of the University at partners' activities and events, and actively contribute to increasing the University's international profile and branding.
- Develop, grow and maintain effective working relationships and networks with key individuals internally and externally, and related to higher education.
- Initiate and assisting in arranging the visit to the University's campus by partners and other relevant representatives required from Director of China.

Other duties

Perform such other duties directed by Director of China

Requirements and skills

- University degree in a relevant field or relevant work experience in partnership development in higher education sector or similar institution with demonstrated success.
- 8+ years of progressive, related experience in the education sector in China, including at least 3 years managerial experience.
- A demonstrated capacity to effectively manage team members remotely and work autonomously and innovatively to achieve KPIs within a defined strategy framework.
- Excellent project management skills– organized, effective and able to manage multiple projects work within tight timescales, whilst maintaining high standards

- Excellent relationship building and people management skills, confident and experienced in working in a wide range of situations and with people at all levels with a strong sense of sensitivity and diplomacy.
- Ability to analyze and clearly communicate complex information and nuances and with a wide range of audiences.
- Experience in developing, planning and operational implementation of the University's strategy as it relates to partnership development.
- A comprehensive knowledge of the UK tertiary education sector as well as a good working knowledge of international education.
- Excellent English and Mandarin language skills. It is essential that the post-holder be fully fluent in both languages with strong written and oral communication skills.
- Effective in practical information technology skills including PowerPoint, Excel and database systems. The ability to handle statistics to produce reports from findings.

Benefits and conditions of employment

We offer competitive packages which include basic gross salary, social insurance, medical insurance, housing fund and generous leave entitlement. We also provide an annual pro rata leave entitlement of 22-days.