University of Sunderland
Role Profile
Part 1

lifechanging

University of Sunderland

Partnership Development Officer	
Job Title:	Partnership Development Officer
Reference No:	
Reports to:	Assistant Academic Registrar
Responsible For:	To develop and maintain partnership links and placement opportunities with appropriate providers. To identify potential new partners and form relationships to create further placement opportunities.
Grade:	E
Working Hours:	37 Hours
Faculty/Service:	Academic Registry
Location:	Located with Placement team at one of the Sunderland campuses
Main Purpose of Role:	To ensure a proactive and professional support service for developing and maintaining partnership links and placement opportunities with appropriate providers. To identify potential new partners and form relationships to create further placement opportunities. To work closely with the Assistant Registrar, Placement team manager and colleagues in faculties to ensure that procedures are followed in an efficient and effective way to plan, deliver, assess and review work with placement providers.
Key Responsibilities and Accountabilities:	- Effectively communicate with the Placement team and members of faculty staff involved in the placement of trainees in relation to placements available - Present highly detailed placement information as and when required - Create and develop relevant partnership documentation - Liaise with accrediting/regulatory bodies (such as Ofsted), in conjunction with the Placement team manager ensuring the provision of accurate and timely information as required (including data from SITS) and taking first-line responsibility for accreditation and review visits. Manage procedures for the engagement of service users in programme development and delivery - Form and communicate a clear vision of how placement opportunities at the right level and subject area will be identified and sourced - Create, lead and manage a network of partnerships and placement opportunities and network externally, working proactively to secure professional practice and new placement opportunities - Responsible for developing, maintaining and enhancing relationships between placement providers and the University even during periods when particular providers do not need to be utilised - Promote and encourage attendance of relevant external partnership

	staff at partnership development and placement meetings hosted by the faculty to advance the profession • Attend, network and engage with partners at development and placement meetings to build the reputation • Work closely with external placement mentors and tutors anticipating new requirements, taking feedback, and communicating to placement team and relevant faculty staff so improvements to service delivery can be made • Work closely with the Placement team manager and other services to oversee and contribute to the development of systems and processes and agree on appropriate communication to disseminate information to partners • Maintain up-to-date partner contact details in conjunction with the Placement Support team • To develop a strategy and objectives for maximising placement opportunities • Plan, prioritise and agree own workload in line with strategic objectives for placement provision • Maintain oversight and final decision-making in relation to the Placement Calendar making changes where appropriate • Work with relevant faculty colleagues and placement providers to identify and agree training opportunities • Effectively plan, record and monitor visits to placement providers • Plan long-term strategies for placement sourcing in line with plans for growth in recruitment • Inform relevant faculty senior staff and Assistant Registrar of any potential risks in relation to placement sourcing and offer helpful solutions to be agreed upon • Use initiative to anticipate problems, creatively resolving problems raised by external placement providers, whilst being mindful of setting precedents for future problems • Initiate solutions with academic staff, where problems raised require academic input • Utilise placement intelligence to identify trends in placement data to inform planning and priorities for placement sourcing • Be recognised as an authority amongst external placement providers • Ensure breadth and depth of own knowledge is sufficient and relevant to advise internal and external stakeholders and act as a point of reference on placement requirements in line with University policy and accrediting/regulatory body requirements • Undertake other duties as required by the Assistant Academic Registrar.
Special Circumstances:	Flexibility in relation to working hours and arrangements is essential. The role holder will be expected to be flexible as some out of hours working will be required as part of the role. In addition, the role holder will be expected to attend visits and meetings with placement providers across the region.

Essential and Desirable Criteria

	Essential **Qualifications and Professional Memberships:** • Honours degree or substantial equivalent professional experience in a similar role.
	Knowledge and Experience: • Substantial relevant professional experience in the management of placement provision. • The ability to plan and manage own workload • Strong attention to detail and the ability to adhere to procedures • Excellent time management and organisational skills • Excellent communication and negotiation skills and the ability to deal with conflict and complaints when necessary • The ability to motivate others, meet targets and to deliver under pressure • The ability to work as a member of a wider service with understanding of the institutional context to enhance practice • Understanding of university regulations and requirements • A professional approach to networking and building relationships • Used as a point of reference by others. • Extensive use of Microsoft Office, in particular Outlook, Word and Excel
	Desirable ***Qualifications and Professional Memberships:*** • A Masters degree or equivalent professional qualification • HEA Fellowship • Knowledge of a student records system such as SITS and the ability to use such a system
	Knowledge and Experience: • Experience of the management of partnerships • Experience of dealing with professional body requirements and accreditation visits and reviews • Knowledge of the issues around placement sourcing • Experience of audits
Date Completed:	June 2018