



Job title	Head of Pathway Partnerships	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Student Recruitment, Communications & Marketing	Location	Jubilee campus / Hybrid

Purpose of role

As Head of Pathway Partnerships, you will lead the University's approach to pathway development (including progression and articulation partnerships) and sponsor relations management. As a leader within the Student Recruitment team, you will help develop an institutional strategy in this area. You will manage existing relationships such as those with Kaplan / University of Nottingham International College (UNIC) and our sponsor network, and develop new opportunities where appropriate business opportunities exist. Working closely with the Communications and Marketing Directorate, the role holder will contribute significantly to the University's international growth objectives while ensuring exceptional partner relationships.

Occasional overseas travel may form a part of this position and a flexible and co-operative approach to working patterns is required.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Strategy and Leadership ▪ Strategic Oversight: Ensure international pathways and recruitment targets from pathway providers align with overarching goals. ▪ Team Management: Oversee relevant UK staff, handling recruitment, training, goal-setting, and on-site training during stakeholder visits. ▪ Data Analysis: Provide statistical reports on recruitment from pathway providers, overseas campuses, and link tutors. ▪ Stakeholder Relations: Foster strong ties with pathway providers, High Schools and sponsors. ▪ Information Dissemination: Relay external insights to relevant internal departments and senior management.	35%

	▪ Deputy Director Support: Stand in for and assist the Deputy Director of Pathway Partnerships as necessary. ▪ Budget Management: Lead budgetary planning and monitoring to ensure fiscal prudence.	
2	Pathway provider relationship management and engagement ▪ Act as the key point of contact for pathway provider student recruitment activity and strategic direction ▪ Liaise with other teams within the University to ensure the strategic development of the University's partnership with pathway providers both for the provision handled by Kaplan and other routes to University of Nottingham ▪ Provide account manager support for the UoN-pathway provider partnership, acting as primary point of contact where general advice is required; act as facilitator to the partnership across all teams involved. ▪ Support the UoN strategic leadership team through the provision of timely information, reporting, identification, and facilitation of discussion around opportunities and issues raised by the wider support groups ▪ Facilitate the timely and regular reporting required by pathway partnerships ▪ Ensure the University is delivering fully on its obligations to the partnership via the various Academic and Professional Service teams involved in delivery of the partnership ▪ Working with the University's legal and commercial governance team, lead the formal review process, and associated contract renegotiation as appropriate ▪ Manage the financial aspect of the pathway provider relationship, such as commission claim process ▪ Act as champion for the pathway provider partnership across the University	40%
3	Sponsor Relations Management ▪ Lead the University's international sponsor engagement strategy and ensure it supports wider institutional and departmental priorities ▪ Build and maintain strong relationships with international sponsors through regular meetings, visits, and ongoing support ▪ Lead the development of new sponsorship agreements whilst overseeing and maintaining existing arrangements ▪ Provide strategic market intelligence and insight, ensuring the wider team is informed of international sponsor trends, opportunities and risks to shape departmental strategies ▪ Oversee the effectiveness of key processes to support international sponsors, ensuring they are efficient and fit for purpose while identifying opportunities for continuous improvement	20%
4	Internal and external events ▪ Attend a range of internal and external events including forums, committees, staff training sessions and workshops. ▪ Provide bespoke advice to academic and professional service colleagues ▪ Deputise for Deputy Director / Director where required	5%

Person specification

	Essential	Desirable
Skills	▪ Extensive experience of international student recruitment, partnership development or account management in a UK Higher Education setting ▪ Cross-cultural awareness ▪ Considerable people management skills ▪ Excellent literacy, presentation and interpersonal skills with evidence of building effective working relationships at all levels, communicating and influencing across a wide range of internal and external audiences ▪ IT skills, highly proficient in the use of Microsoft Office ▪ Highly organised, self-motivated and committed, with the ability to work efficiently with minimal supervision to find solutions to complex issues ▪ Numerate with prior experience of data and trend analysis ▪ An agile and innovative approach to working	▪ Familiarity with negotiating commercial contracts with external stakeholders
Knowledge and experience	▪ Significant specialist experience of international student recruitment, partnership development or account management in a Higher Education environment ▪ Experience of influencing at a senior level to a wide range of internal and external stakeholder ▪ Demonstrable and significant understanding of national and international educational developments and their impact on Higher Education and the international student recruitment environment	▪ Good understanding of marketing tactics with specific experience of using different conversion techniques to enhance recruitment ▪ Established HE networks, especially within the sponsor sector ▪ Confident at chairing committees ▪ External established networks of contacts within relevant areas

	▪ Significant experience of education systems/qualifications ▪ Autonomous decision-making responsibility and negotiation skills ▪ Staff management experience	
Qualifications, certification and training (relevant to role)	▪ Educated to degree level	▪ Masters' degree or relevant professional qualification
Statutory, legal or special requirements	The role holder will be required to spend amounts of time travelling domestically and potentially overseas each year. A flexible approach towards working patterns is needed which will include working weekends and evenings as necessary. The person appointed must hold a valid passport.	



**Athena
Swan**
Gold Award



Race
Equality
Charter
Bronze Award



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



