

Job Description

Post/Job Title:	Head of Academic Partnerships
Ref:	POSN102293
School/Professional Service:	Global Engagement & Strategic Partnerships
Group/Section:	Academic Partnerships
Normal hours per week:	Full time (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	9
Accountable to:	Dean of Global Engagement & Strategic Partnerships
Special conditions:	There may be some overseas travel and there will be occasional weekend and evening work.

Job Purpose

The Head of Academic Partnerships has a leading role in driving BU's internationalisation objectives, and provides strategic and creative thought leadership for delivering the University's strategy in relation to leading the identification and development of strategic international partnerships.

The post is a part of external engagement at BU, a cross-institutional group of professional services leads and experts as well as Faculty leads collectively working to deliver our shared vision of BU2035. The role will undertake intelligence gathering, senior level analysis, as well as producing briefings and presentations and policy formulation related to BU's internationalisation objectives and international partnership development related to existing and emerging areas of expertise.

Main Responsibilities

1. Develop, lead and implement the University's internationalisation objectives, with a particular focus on TNE and partnership development, working closely with the Dean of Global Engagement & Strategic Partnerships, Head of External Engagement and Head of International Mobility & Exchange, as well as in conjunction with senior stakeholders across BU.
2. Lead the identification and development of strategic and key international research, education and practice partnerships for the University to continually enrich and develop its academic footprint in existing and emerging areas of expertise, and generate impact and income worldwide.
3. Raise BU's international profile through partnership development with a range of organisations and agencies nationally and internationally.
4. Develop and shape the structure and governance arrangements for the global partnership development and account management as a part of wider external engagement, working with senior colleagues.
5. Working within the cross-institutional external engagement at BU in synergy with the Head of International Mobility & Exchange and Head of External Engagement and build a cohesive external engagement team, growing

their capability, expertise and effective behaviours to meet the goals of the University, and their ability to develop and manage international partnerships with internal and external stakeholders.

6. Working closely with senior staff members from across the University, build a cohesive international engagement team, growing their capability, expertise and effective behaviours to meet the goals of the University, and their ability to develop and manage partnership and mobility activities with internal and external stakeholders.

7. Create an operational plan for international partnerships including managing budgets, ensuring compliance with financial, institutional and regulatory requirements.

8. Lead senior BU delegations on overseas partner visits, including planning, provision of strategic briefings and intelligence, partner communications and coordinating follow up of actions.

9. Lead the strategic vision and operationalisation of overseas partner engagement events, taking an institutional view and ensuring impact.

10. Provide strategic and creative thought leadership to inform the internationalisation objectives and embedding of internationalisation activities across BU to support international partnership development.

11. Undertake responsibility for the provision of high-quality advice, reports and briefings on international engagement and partnership development to the Dean of Global Engagement & Strategic Partnerships and other members of UET and ULT, including the Vice-Chancellor.

12. Engage proactively with relevant international networks (based in the UK or overseas), country-specific briefing events, policy briefings, government initiatives etc. To gather information and intelligence and remain up-to-date with current policy and project initiatives and developments.

13. Monitor and evaluate international partnership activity to ensure delivery of outcomes and impact, and alignment to the University mission and strategy.

14. Represent the University nationally and internationally, deputising for the Dean of Global Engagement & Strategic Partnerships/UET as appropriate.

15. Work collaboratively and effectively with other Professional Services and Faculties to ensure coordination of international activities and pro-actively champion internationalisation at the University.

16. Undertake any other relevant duties and projects required as directed by the Dean of Global Engagement & Strategic Partnerships.

Dimensions

Responsible for Academic Partnerships team budget, Line management of International Partnerships Manager and International Partnerships Coordinator.

Contacts

Internal:

All members of the Global Engagement & Strategic Partnerships professional service; academic and administrative staff within Faculties; all Professional Services and in particular, Legal Services, Academic Quality, and International Student Recruitment.

External:

Colleagues at all levels from a range of UK and International partners. This will include other HE institutions, and a range of private and public organisations nationally and internationally, including the Association of Commonwealth Universities, Universities UK International, and the British Council.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

October 2025

Person Specification

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Faculty / Service: Global Engagement & Strategic Partnerships	Date: October 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Honours degree or equivalent	E
Doctoral Qualification	D
Experience of strategic leadership with an international dimension, including planning and resource allocation	E
Substantial experience of delivering measurable and visible improvements as a result of international strategy implementation	E
In-depth understanding, and authoritative expertise and experience of the international HE context and opportunities	E
Knowledge of the external policy environment in which Higher Education operates and issues pertinent to international research and education	E
Understanding of and sensitivity to cultural issues, and experience of delivering programmes in partnership with overseas stakeholders	E
Experience of developing and implementing governance arrangements and structures	E
Evidence of success in budget and financial management	E
Evidence of successful leadership and management of staff across a broad range of disciplines	E
Proficiency in a language/language other than English	D
Skills	
Highly effective conflict resolution and negotiation skills	E
Highly developed interpersonal skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations, especially in international contexts	E
Exceptional communication skills, both verbal and written	E
Highly developed analytical skills with ability to evaluate complex issues and provide solutions and advice in the context of international partnership development	E
Excellent IT skills	E
Attributes	
Demonstrable credibility within academic communities	E
Strategic vision and acumen, able to inspire and motivate others	E
Resilient with a drive and capacity for quick and accurate turnaround of work	E
Demonstrable ability to handle a range of activities to tight and varied timescales	E
Demonstrable experience of independent working requiring a high level of decisiveness and judgement	E
Strong capability to work as a team member across broad networks	E
Highly effective team manager and leader	E
Ability to represent the University, deputising where appropriate for UET in international fora	E
Ability to undertake overseas travel, sometimes at short notice	E