**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the College in consultation with the post holder

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| **Job Title:** Partnerships Programmes Administrator | **Job ref no: ACR-0255-24** |
| **Grade:** 4 | **Department:** Academic Registry |
| **Accountable to:** Assistant Registrar for Partnerships | **Responsible for:** NA |

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| **Job summary:**  Partnership Programmes:   * Undertake administrative support for partnership programmes. * Review and update documentation for processes relating to partnerships programmes.   Contracts:   * Undertake administrative support for contractual development and renegotiation. * Administer additional ad-hoc contract review exercises. * Administer the annual contract review processes and procedures.   Collectively, with all Registry colleagues, deliver a professional service to all stakeholders ensuring staff and students experience an excellent learning and teaching experience. |

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| **Competency: Service delivery**  **Key tasks:**  Provide first line advice and guidance to staff and students.  Provide advice and support to internal and external stakeholders as appropriate  Support drafting of contract terms and non-disclosure agreements, legislative changes, policy amendment, renegotiation and withdrawal from partnerships.  Implement updates to existing contracts and contract templates.  With the Assistant Registrar for Partnerships support the delivery of ad-hoc and structured review of standard contract terms and produce letters of variation to agreement terms.  Perform basic checks on contracts and report any failure or anomaly.  Maintain and publish the RVC Register of Collaborative Provision (taught courses) and associated documentation and support the maintenance of other RVC registers of collaborative provision as required.  Using template documents develop and seek approval of new and replacement teaching contracts and associated documents.  Support delivery of quality assurance and enhancement of RVC partnership programmes.  Update and amend procedures and guidelines relating to collaborative provision as directed by Assistant Registrar for Partnerships.  Support the development of new templates and administrative processes.  Support the Assistant Registrar for Partnerships in project managing the establishment of new programme partnerships.  In line with established procedures, coordinate due diligence enquiries and undertake reports for proposed partnership programme activities. |
| **Competency: Communication**  **Key Tasks:**  Receive, understand, and convey information in a clear and accurate manner and maintaining appropriate levels of confidentiality, discretion, and sensitivity.  Effectively and accurately resolve queries related to partnership programmes.  Provide effective signposting information to stakeholders.  Ensure that relevant partnerships information is maintained and up to date. |
| **Competency: Planning and Organisation**  **Key Tasks:**  Plan and prioritise your workload across the short and medium term.  Liaise across teams within Registry to gather information, which better informs decision making and the ability to plan  and organise your workload.  Provide general administrative support for processes relating to partnership programmes.  Provide secretarial support to relevant committees and working groups within the remit of partnership programme provision  With the direction of the Assistant Registrar for Partnerships plan and manage small projects, using monitoring procedures to inform on progress.  Support the Assistant Registrar for Partnerships on various working groups and committees as appropriate. |
| **Competency: Analysis and Research**  **Key Tasks:**  Conduct desk-based research to support the Assistant Registrar for Partnerships.  Retrieve, analyse and share routine data or information.  Demonstrate the ability to interpret complex information often of a legal or regulatory nature relating to collaborative provision and to quality assurance and enhancement in higher education.  Identify processes that can be improved and escalate as appropriate. |
| **Competency: Liaison and Networking**  **Key tasks:**  Contribute to the provision of advice and guidance material for students, staff and external partners on regulations, policies, procedures, and practice related to collaborative provision.  Contribute to RVC projects and meetings as required using specialist knowledge of collaborative provision processes and procedures.  Provide a high-quality service to all internal and external stakeholders.  Maintain strong relationships with colleagues across the RVC and external stakeholders. |
| **Competency: Initiative and Problem Solving**  **Key tasks:**  Triage and escalate queries as required to the Assistant Registrar for Partnerships or others as appropriate.  Use initiative and experience to solve problems  Propose improvements to existing contracts, templates, processes and procedures. |
| **Competency: Knowledge and Experience**  **Key Tasks:**  Apply established processes to demonstrate the RVC’s quality assurance procedures for partnership programmes.  Good knowledge of partnership programmes processes. |
| **Competency**: **Flexibility**  **Key Tasks:**  Provide appropriate cover for other members of the team during peak workload demands.  Provide appropriate cover for other member of the team during periods of absence.  As an active member of Academic Registry, to cover front desk for absences and peak periods.  To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |