Partnerships Manager x3

Role Details

Vacancy ref: 21203  
Salary: £37,099 - £44,263 (Grade 7)

Working Pattern: Full time (37 hrs per week)  
Duration: Fixed term contract until 31st July 2025

Location: Hybrid working – Working from our OU in Wales, Cardiff office 1-2 days per week.

Additional Information: Some expectation of travel in Wales and to other OU locations when required. We are recruiting up to three posts.

Closing date: 12 noon, 6th November 2023

Welsh Language: For this role, the ability to speak Welsh is desirable.

About the Role

The Partnerships Manager will support and develop a range of initiatives to enhance The Open University (OU) in Wales’ external engagement work. You will engage with employers, regional partnerships, representative organisations, other education providers, government, community partners, and public, private and third sector organisations across the learning and skills-based landscape in Wales. You will play a key operational role, building on the OU’s reputation as the premier provider of high quality flexible and distance learning.

You will be expected to use your skills and expertise to develop and co-design initiatives with a range of existing and new external and internal partners, assessing skills and future learning needs and developing research, innovation, knowledge exchange and civic mission opportunities to grow the reach of the OU in Wales’ offer.

As a member of the Partnerships, Skills and Development team, you will be required to support a portfolio of work that includes:

- Developing our partnerships with employers and trade unions, including innovative approaches to address skills and workforce development needs.
- Working with schools and further education colleges to develop learning pathways and opportunities for students to undertake OU study in familiar places.
- Working alongside community and third sector organisations, housing associations and Black, Asian and minority ethnic communities of interest to widen access to higher education and to work collaboratively in designing learning solutions.
- Working with academic staff to enhance research and innovation opportunities to secure societal impact or commercialisation.
You will be required to take lead responsibility for a specific portfolio of work. You will also be required to oversee the tasks of project officers/support staff/assistants (as required), ensuring projects are monitored in accordance with team priorities and funder specifications and reporting information is submitted accurately and timely.

You will also be expected to innovate and be creative, and to utilise the OU’s extensive curriculum and unique methods to service the needs of learners and organisations.

**Key Responsibilities**

- Support the strategic planning and implementation of the OU in Wales external engagement work, taking a central role in deepening and developing our work with external partners in line with the OU strategy.

- Establish, develop and maintain positive relationships with external and internal partners to facilitate appropriate, innovative and effective opportunities.

- Take responsibility for a portfolio of specific partner relationships and projects, and maintain appropriate processes including record keeping, reporting and generic project management.

- Contribute to and develop income generation opportunities.

- Contribute to the achievement of targets and outcomes associated with the OU in Wales business plan and other internal and external commitments.

- Contribute to evaluation activity, data collection and analysis, report writing and other dissemination activity.

- Identify opportunities to promote, publicise and share your successes, working closely with the Marketing and Communications team.

- Contribute to the overview of budgets in your work area, including forecasting, monitoring and ensuring best value.

- Work alongside colleagues to identify appropriate funding opportunities and contribute to proposals to develop activities and outputs in your portfolio.

- Analyse relevant data and write and produce reports for internal and external audiences, including any statutory returns or monitoring reports to funding bodies.

- Contribute to internal and external groups and committees as appropriate.

- Oversee the work of project officers/support staff/assistants as required.

- The role holder may be required to undertake any other duties reasonably required within the nature of the duties and responsibilities of the role, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

All staff are expected:

- To comply with the University’s Health and Safety and Equal Opportunities policies in the performance of your duties.
• To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.

• To co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

• To demonstrate a strong commitment to the principles and practice of equality and diversity.

Skills and Experience

Essential
A degree or equivalent experience.

Experience of building sustainable and purposeful relationships for an organisation with a range of stakeholders and partners.

A track record of successfully managing multiple projects or workstreams with examples of work that you have initiated that have made a difference/had impact.

Experience of planning and prioritising workload to achieve multiple objectives.

Experience of project implementation and evaluation, including the dissemination of learning to other interest groups.

An understanding of current policy drivers and delivery mechanisms related to tertiary education in Wales.

Excellent organisational abilities, particularly in relation to a diverse and demanding work portfolio.

The ability to work on your own initiative to make considered decisions and to work as part of an outcomes-focused team

Well-developed interpersonal and communication skills including excellent presentation skills with experience of writing for internal and external audiences and organising events, both online and face-to-face.

A growth mind-set where you are resilient and adaptable to change.

A commitment to the ideals of the Open University, including equal opportunities and diversity issues.

Desirable
A higher degree in a relevant subject.

Experience of developing bids or proposals from externally funded sources.

Knowledge and experience of supporting widening participation in the context of higher education and experience of work-based learning and skills development activity.
An understanding of the needs of part-time adult learners and the challenges facing students in a distance learning context.

The ability to communicate through the medium of Welsh.

**Important additional information**

You may be required to undertake any other duties reasonably required within the nature of the duties and responsibilities of the role, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Homeworking with regular visits to Cardiff is possible. This role requires engagement with partners across Wales, with travel to engage with project partners/stakeholders as necessary, along with some travel to Milton Keynes and occasionally to other OU locations. A full driving licence and access to a vehicle will be essential.

**About the Open University in Wales**

The Open University in Wales is responsible for delivery of academic and support services to students and enquirers right across the country. It is funded through student fee income and by support from the Higher Education Funding Council for Wales and serves over 15,500 students.

Our Cardiff office is the base for more than 180 members of staff working for The Open University in different functions, including:

- The Director for Wales and deputies with overall responsibility for the leadership and oversight of the work of the Open University in Wales, including that delivered by faculty staff based in Wales;
- Academic staff, managers and coordinators from our faculties and schools, developing curriculum, supporting and co-ordinating teaching and ensuring that there is a Welsh perspective in the academic developments of the University;
- Our Student Recruitment and Support (Wales) team working to ensure the successful delivery of services and support to students across all activities;
- Staff engaged in external affairs, marketing, widening access and employer engagement, seeking to grow our collaboration agenda in Wales and tell our story to a wider public;
- The UK-wide Venue Management Team, which is responsible for venue procurement and management activities for all OU tutorials, examinations and ad hoc meetings in the UK and Continental Europe;
- Our team of Operations and Support staff, who make sure we run smoothly and effectively on a day-to-day basis.

The Open University is committed to sustaining a powerful and visible presence in Wales, working closely with other educational providers and organisations to offer high quality part-time higher education opportunities via distance learning. The University is focused on working with the Welsh Government and the Funding Council in meeting the economic, social and cultural needs of the Wales.

This is an exciting time to join the University, as it transforms its UK-wide operations, and refreshes its academic approach. Wales-based staff are involved in planning and organising large-scale operations, using technology to produce materials and information, and effectively managing resources to produce and deliver services to schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual students and have a strong customer service ethos.
The Open University in Wales is located at 18 Custom House Street, Cardiff. This is a five-minute walk from Cardiff Central train and bus stations. Given its city centre location there is no parking available but there are numerous car parks nearby. For further information on The Open University in Wales, and on the University, please see the Open University in Wales' website at www.open.ac.uk/wales.

How to Apply
Please send an application form, cv and supporting statement to wales-recruitment@open.ac.uk.

Applications received after the closing date will not be accepted.

If you have not heard from us within a week of the application closing date, please assume that on this occasion you have not been selected to interview for this position, however we thank you for your interest and encourage you to apply for future positions.

If you have any questions about this role please contact Tom Poulteny on 029 20 26 27 16 who will arrange a convenient time for the hiring manager to contact you for a chat.