

## POSITION DESCRIPTION

<b>Position Title</b>	International Partnerships Manager		
<b>Organisational Unit</b>	Global and Education Pathways		
<b>Functional Unit</b>	Partnerships		
<b>Nominated Supervisor</b>	Senior Manager, International Partnerships		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF <sub>2</sub> L	<b>Position Number</b>	10601003
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	16-APR-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## ABOUT THE GLOBAL PORTFOLIO

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The Global portfolio is responsible for the development and implementation of the university's strategic priorities in a range of key areas. Driving excellence, through its two Directorates of Global Education and the Rome campus, the Global portfolio has specific responsibility for the university's Global Strategy and Rome Campus Strategy and has institutional responsibility for realising and achieving the university's Global Strategy and for facilitating the university's global education activities.

Global Engagement has specific responsibility for the recruitment, admission, and ongoing support of international students at ACU in addition to managing global partnership collaboration, international network coordination and inbound and outbound exchange and study abroad programs. Global Engagement has institutional leadership for managing and supporting achievement of the university's global goals, plans and aspirations across the three key institutional activities of teaching, research and engagement.

## POSITION PURPOSE

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The Manager, International Partner Development manages the development and promotion of the University's international relations activities through the establishment, negotiation and ongoing management of formal partnerships with international universities and partner organisations. The Manager supports the Senior Manager International Partnerships in the development of strategy, policy and procedure to support an effective international partner network.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Manage and support international partner agreement negotiation and renewal, including agreements for transnational activities, international academic collaboration, student exchange and study abroad.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Document and maintain international agreement records and activities and report agreement status and activity to Global Engagement, University senior leaders and governance committees.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

<b>Responsibility</b>	<b>Scope</b>
Identify and progress partnership opportunities to support Global Engagement strategic goals and activities such as global learning opportunities, articulation and transnational education programs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide briefings and advice to Global Engagement, faculties and University leadership about existing and proposed partnership opportunities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Collect and analyse information about international academic programs, institutions and education systems to support the consideration of potential partners through a robust due diligence process that includes compliance with Australian and international legislative or regulatory obligations including Foreign Arrangements reporting and Foreign Interference.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Develop and maintain policies and procedures relevant to the management of international agreements to ensure agreements achieve expected quality and business outcomes.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop and maintain agreement templates that support ACU reputational and commercial objectives as well as develop partner-specific agreement content to ensure ACU compliance with Australian and international legislation and regulatory requirements and to minimise risk to the University.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Coordinate and supervise arrangements for visiting international delegations, including the planning, development and operational management of associated events and schedules. Provide briefings to ACU staff in preparation for delegation hosting.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage and maintain partner records and details through University approved systems and platforms to support partner communication and relationship management.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

## HOW THE ROLE OPERATES

The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic).
The position will need to provide expert advice to clients/management/their faculty or directorate.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Completion of or progress towards postgraduate qualifications in a related discipline and experience managing international partnerships; or an equivalent combination of experience and/or training.</li> <li>• Skill - Demonstrated ability to work under pressure with constant and concurrent deadlines, plan work activity and prioritise resources using established processes and technology to achieve optimum efficiency and effectiveness.</li> <li>• Skill - Sound relationship management and cross-cultural negotiation skills, including the ability to influence and gain the support of others for courses of action which provide organisational benefits.</li> <li>• Skill - Experience in negotiating and developing a range of partnerships and supporting agreements.</li> <li>• Experience - Proven experience researching and developing policies, guidelines and prospect reports.</li> <li>• Skill - Problem solving, critical thinking, commercial acumen and analytical skills.</li> <li>• Experience - Understanding and usage of the Microsoft Office suite. Proficiency in relational database creation and operation and / or experience with web design programs would be viewed favourably.</li> <li>• Skill - Ability to work both autonomously and collaboratively.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

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For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

