THE POST

College/Service: **People Services and Global Partnerships**

Post: **Global Partnerships Administrator**

Reference No: **P60409**

Grade: **D**

Reporting To: **Deputy Head, Global Partnerships**

Job Description

The Global Partnerships team supports the international aspirations of the University, building relationships with leading universities around the world. We work with academics and professional services staff across the University to develop international relationships.

Main purpose of the job:

The Global Partnerships Administrator provides administrative support to the Head of Global Partnerships and the other members of the Global Partnerships team. Activities will be wide-ranging, and include complex international travel arrangements, organisation of meetings, financial transaction record-keeping, updating the Partnerships webpages and researching information on potential and existing partners. The post-holder will also be expected to provide guidance to staff in Colleges on international partnership issues in keeping within established guidelines.

Main Duties and Responsibilities

1. Provide administrative support to the Head of Global Partnerships and the team.

2. Communicate with senior members of the University and influential stakeholders by phone call and email, to support the setup of specific meetings.

3. Management and co-ordination of travel arrangements for staff in the team, ensuring maximum efficiency with regard to both costs and use of travellers' time. Booking all flights, hotels, taxis and in-country transfers whilst tracking and adhering to strict budgetary controls. Research and obtain relevant local information and traveller alerts from FCO & Red24 websites to enable accurate completion of Risk Assessments, and Health & Safety Assessments for travel insurance purposes. Make visa applications, collate documentation and produce detailed "hour-by-hour" itineraries for duration of each visit.

4. Undertake research relating to potential partners and creating and maintaining up to date and accurate collaboration documents, with details regarding e.g. rankings, size and shape of the institution, current links between academic staff, and student exchange activity.

5. Arrange meetings on campus, set up an Audio Visual link to other campuses or universities, attend internal meetings as required, drafting agenda, distributing papers, taking notes and following up on

actions as appropriate. These tasks will relate to meetings with academic faculty in Colleges, with groups that focus on particular regions of the world and with members of the Global Partnerships team.

6. Assist the Global Partnerships Officer with outward and inward visits as required. Provide administrative support for high-level campus visits from partner institutions overseas, including: letters of invitations, support with visas, booking rooms, arranging catering, compiling briefing papers and biographical information, booking taxis, guiding guests on campus, other travel, and arranging Audio Visual support, and ensuring arrangements are carried out.

7. Monitor gifts and stationery. Stock-taking existing gifts and purchasing new gifts to ensure sufficient quantity and variety. Keeping a record of gifts that are given. Monitoring and ordering new stationery, e.g. letterhead, business cards, on behalf of the team.

8. Undertake financial transaction processing i.e. expenses, purchasing cards, processing invoices and raising purchase orders. Monitoring expenditure against budget in all areas of the Global Partnerships budget.

9. Administer the Outward Mobility Academic Fellowship (OMAF) and Visiting Academic International Fellowship (VIAF) awards, including liaising with Colleges to obtain relevant finance codes to enable the funds to be transferred, maintaining a database of awards and collating visit reports. Monitor expenditure for each visit and for the scheme as a whole, ensuring the budget is used efficiently.

10. Provision of partnership development advice to Colleges and academics on e.g. the appropriate paperwork to use when proposing an international partnership and how to complete the forms, and to input data into Global Partnerships systems where necessary.

11. Maintain and update the partnerships pages on the University website. Liaise with the Communication and Marketing Services (CAMS) directorate to ensure pages are accurate and up to date.

12. Contribute to the Global Engagement plan, to record outward and inward visits, key meetings, and other events which involve all or part of the team.

13. Assist with communication between the Global Partnerships team and counterparts in other Professional Services directorates.

14. Deal with general e-mail and telephone enquiries.

15. Undertake such other duties as may be required within grade.

Person Specification:

Competency	Essential	Desirable
Attainments / Qualifications	Educated to at least GCSE level or equivalent, including Maths and English, with excellent standards of literacy and numeracy	A levels
Skills and Understanding	Excellent organisational skills, including ability to juggle competing priorities, prioritise tasks and work to deadlines Outstanding interpersonal skills with the ability to communicate effectively in writing and verbally with a variety of people The ability to work proactively and positively as part of a team Excellent IT skills, including MS Word, Excel and Powerpoint Detail oriented, and accurate work. An understanding of how to operate in a highly confidential environment including basic understanding of the Data Protection Act and Bribery Act	
Prior Experience	Previous recent experience in a fast-paced office environment A good understanding and previous experience of booking travel and accommodation Experience of providing diary support	Experience in updating websites, and producing copy for websites Experience of dealing with senior management.
Behavioural Characteristics	Ability to work reliably without constant supervision A flexible and enthusiastic approach, keen to be helpful at all times Willingness to work in an area of constant change and development An ability to work efficiently and to look for opportunities for system improvement.	

Terms & Conditions
Our Terms and Conditions of Employment can be viewed here.

Further Information
Please see our website for further information on working at the University of Exeter.