



Partnership Development Officer

Reference: EHA2036-1222
Salary: £32,348 - £35,333 per annum
Grade 7, Points 27-30
Contract Type: Fixed Term until 31st July 2024
Hours: Full Time (36.25 hours per week) Term Time (42 weeks per year)
Location: Ormskirk

Accountable to: Pro Vice Chancellor and Dean of Faculty of Education
Reporting to: Head of Partnership Development

About the Faculty

The Faculty of Education has a well-established national reputation for the delivery of high-quality Initial Teacher Training across the full range of age phases alongside a substantial track record in supporting partner schools and colleges in school improvement initiatives. The Faculty is deeply committed to providing excellent support and training for students who wish to enter the wider children's workforce and offers a range of undergraduate and master's level programmes designed to provide outstanding employment and career development opportunities. It is a major provider of professional development, advanced training and high-quality resources for school leaders, teachers and teaching assistants each of which enhances and embraces our strategic aims in contributing to educational improvement, educational opportunities and pupil progress both regionally and nationally.

The Faculty has research strengths in education policy development, enactment and impact; in educational leadership; and in inclusion and social justice. Research into social class and widening participation gained a 4* in the most recent REF assessment of 'Impact' and the Faculty will continue to build on outstanding research on access to higher education and 'learning gain'.

About the Role

Working as part of the Partnership Development Team, you will contribute to the Faculty's vision and strategy for developing and enhancing our partnership relationships. You will be an outstanding communicator with the ability to develop and maintain excellent working relationships at different levels and across a very large partnership.

The appointed person will work very closely with the Head of Partnership Development in developing and maintaining key partnerships with schools, settings and third sector organisations. The work will also include sourcing placements for students engaged on a range of education programmes and assisting in the assurance of the quality of placements.

As part of the work, the successful applicant will be required to travel across all regions of the United Kingdom.

Duties and Responsibilities

1. Develop and organise effective partnerships with schools and other stakeholders and network externally on a national level to secure placement opportunities as required, working with a wide range of audiences and liaising with internal and external stakeholders
2. Source placements as required for students across all education programmes and work with settings to agree learning opportunities for specific courses, ensuring that these are communicated effectively to the administration team and Programme teams
3. Working with other Partnership Development Officers across the business need of the Faculty, work will be organised and prioritised across all departments in order to ensure the highest quality student experience
4. Engage fully with the quality assurance processes related to the placement of students, including liaising with Partnership Quality Officers to ensure the highest possible student experience
5. Ensure that partnership data relating to the sourcing of placements is accurate, timely, kept up to date and is used to inform strategic approaches to the development of the EHU Partnership
6. Collate partnership evaluation information, presenting a summary of such information together with a response to the appropriate department meetings and to partners
7. Have an understanding of all programmes across the Faculty of Education and their placement requirements
8. Working closely with academic departments, the post holder will handle the internal and external requirements, anticipate new requirements and work within agreed frameworks which take into account cost, quality and impact
9. The post holder will need the ability to balance creativity against risk and through good reasoning skills and judgement and strike the appropriate balance when implementing new strategies for sourcing and maintaining placement opportunities
10. Work with the Head of Partnership Development to achieve objectives. The post holder will be expected to make decisions and contribute to decision making processes within the Faculty



11. Working closely with the Head of Partnership Development, they will need to plan, prioritise and organise their own work to meet their agreed objectives
12. The post holder will work with the administrative staff within the Partnership team to organise, delegate, direct and monitor specific actions in relation to the administrative processes involved in sourcing placement opportunities. Where there are any number of people working together in a team, a high level of emotional intelligence is required
13. Contribute to activities that support the development of the partnership including specific projects working directly with children in schools and on campus
14. Contribute to the deliberative process within the partnership structure as directed considering such material as partnership policies, practices and processes, and make inputs as required, to the development of Partnership documentation
15. Contribute to the content and development of the Partnership Website and Placement Request Process to explain and interpret all the opportunities for partners

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers





Edge Hill
University

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (I/A/S/T/P)
Qualifications				
1	A good relevant honours degree	*		A
2	Qualified Teacher Status		*	A
Experience and Knowledge				
3	Successful partnership development experience or other evidence that suggests potential to develop as a partnership development officer	*		S/I
4	Experience of working in/ or with schools	*		S/I
5	Relevant subject knowledge and technical skills as evidenced through qualifications, prior teaching experience or research	*		S/I
6	Effective working as a core member of the team	*		S/I
Abilities and Skills				
7	An effective communications style and interpersonal skills	*		S/I/P
8	Ability to develop and use effective, flexible and innovative approaches to partnership development work	*		S/I
9	Ability to use Information and Communication Technology (ICT) to support partnership development work	*		T/S/I
10	Ability to work effectively in developing partnerships	*		S/I
11	Ability to support the general development of the area, the Faculty and the institution	*		I

		Essential	Desirable	Method of assessment (I/A/S/T/P)
12	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*		T/I
13	Ability to motivate and engage colleagues with a positive, creative and enthusiastic work attitude	*		I
14	Demonstrate ability to manage change and the consequences of change in an uncertain environment	*		S/I
Other				
15	Full UK driving license/able to travel	*		

How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Lorraine Partington, Head of Partnership Development at Partingl@edgehill.ac.uk.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.