

<b>Position Title</b>	Manager, International Partnerships
<b>Group/Portfolio</b>	International Partnerships
<b>Classification</b>	HEW9
<b>Position Number</b>	00050615
<b>Reports To</b>	Director, Griffith International
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Manager, International Partnerships is responsible for the management of the University's international institutional agreements, delegation visits, and student global mobility program in support of the University's strategic goals.

## 2.0 Eligibility Requirements

Completion of a relevant postgraduate degree, with subsequent experience and/or an equivalent combination of extensive relevant experience and training.

## 3.0 Key Responsibilities

- Lead the implementation of a strategic international partnership framework and its application to the assessment of international institutional partnerships.
- Manage the development and administration of international partnerships and associated agreements in liaison with stakeholders across the University.
- Manage the University's risk in relation to foreign influence and foreign interference through the development and implementation of appropriate systems and processes for international agreements and partnerships.
- Develop and manage the University's global mobility program for the provision of a range of international study experiences to students to meet targets, manage risk, and ensure compliance with the DFAT PSEAH legislation.
- Manage the process for review, due diligence and contracting of third party providers for global mobility programs.
- Lead the University's funding application process, submission and reporting obligations for mobility funding, including New Colombo Plan and similar schemes.
- Manage the delivery of international delegation visits to the University and agent familiarisation events.
- Provide briefings and reports to support strategic planning, policy, and international visits by the University's Executive Group members.

- Manage the administrative processes associated with the appointment and renewal of the University's agent recruitment network, ensuring compliance with relevant legislative and ethical frameworks.
- Manage the systems required to support the International Partnerships portfolio, including MoveOn, ConvergePoint and PeopleSoft.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self** section of our [Capability Development Framework](#).