

POSITION DESCRIPTION



Senior Coordinator, Agreements and Operations



POSITION DETAILS

Position Title	Senior Coordinator, Agreements and Operations
Classification	HEW Level 7
Position Number	7007014
School/Office	Office of the Pro Vice-Chancellor, Global Partnerships and Transnational Education
Division	Provost

POSITION PURPOSE

The Senior Coordinator, Agreements and Operations manages all aspects and preparation of international partnership agreements, and the process to develop these agreements. In addition to overseeing international agreements, the role has responsibility for high-level operational management of international partnerships including assistance in due diligence and risk assessment of new partners and partnership activity; accurate recording of partnership information; managing agreements systems; maintenance of the Global Partnerships website; as well as deputising for the Director Transnational Education, Mobility and Partnerships as required.

The Senior Coordinator, Agreements and Operations collaborates and consults closely with the Office of General Counsel, communicates with partners, Faculties, Institutes, and senior University management to accurately fulfil the requirement of this position.

KEY ACCOUNTABILITIES

1. Agreement Establishment
 - Establish and maintain international partnership agreements to the highest standard, and ensure that Schools, Institutes and other departments are consulted.
 - Proactively and efficiently follow agreement processes and systematically document agreement progress to standards required and in alignment with University policy.
 - Coordinate development of articulation agreements in close collaboration with the Global Partnerships team, Faculties and curriculum stakeholders.
2. Due diligence and Risk
 - Provide high-level support in undertaking due diligence checks and risk assessment of prospective and existing partners and partnership activities when new and renewed international agreements are being created.

- Undertake risk assessments and disseminate outcomes in alignment with University requirements, including the completion of due diligence and risk assessments at the stage of pre-endorsement for Intention forms.
 - Ensure new partners align with the University's selection criteria with special attention to transnational education initiative alignment and capacity to build student and staff mobility in South East Asia.
 - Renew and identify potential risks and gaps within new and existing partnership agreements and partnership activities, and, work with Faculties, Institutes, and the Office of General Counsel to assess, resolve and/or mitigate issues.
 - Provide recommendations on partners, processes and risk assessments to the Director, Transnational Education, Mobility and Partnerships as requested.
3. Stakeholder guidance and support
 - Guide Faculties, Institutes and other business units in the assessments, processing and documentation required in developing international partnership agreements.
 - Consult with and provide support to Faculties in the preparation of Intention forms, agreements and other administrative needs in developing international partnerships.
 - Build and leverage relationships with internal and external stakeholders to ensure effective communication between parties on international partnership agreements.
 4. Procedural development and record creation and maintenance
 - Liaise with the Office of General Counsel to develop new international agreement templates, and accompanying terms and conditions, to support new models of engagement.
 - Develop, implement, and periodically review Standard Operating Procedures to ensure international partnership agreement development processes comply with Western Sydney University policies.
 - Maintain updated and accurate records on international partnership agreements on all University systems and platforms and contribute to international partnerships reporting regularly and on an ad hoc basis when reasonably required.
 5. Other duties as required
 - Undertake reasonably requested additional duties, with guidance from the Director, Transnational Education, Mobility and Partnerships, to support delivery of strategic initiatives within the Office of the PVC Global Partnerships and Transnational Education.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant law degree, and/ or extensive equivalent training and relevant experience in a large and complex organisation, preferably within a university or international education environment.
2. Demonstrated, substantial experience in preparing contract documentation to a high standard.
3. Demonstrated experience within the international education environment and proven understanding of the role of international partnerships.
4. Well-developed communication, intercultural, and interpersonal skills; and the ability to prepare reports for a variety of audiences, establish effective professional relationships staff at all levels within the organisation, and build productive relationships with external partners in a multicultural workplace.
5. Demonstrated, high-level, organisation, time management, and project management skills, with proven ability to manage multiple concurrent, time-bound projects and requests, and develop creative solutions to complex problems.
6. Demonstrated commitment to an outstanding customer service culture, including the ability to proactively identify opportunities to improve responsiveness, problem solve; and continuously improve communication, processes, and reporting.

KEY RELATIONSHIPS

- **This position reports to:** Director, Transnational Education, Mobility and Partnerships
- **This position supervises:** Nil.
- **Key internal relationships:**
 - Director, Transnational Education, Mobility and Partnerships
 - Global Partnerships team and colleagues within the International recruitment, admissions and affiliated teams.
 - The Office of the Pro Vice Chancellor, Global Partnerships and Transnational Education
 - Faculties, Institutes and divisional business units
 - The Office of General Counsel
- **Key external relationships:**
 - External Partner institutions and other Universities

CHALLENGES

- Managing the end-to-end development and approval of complex international partnership agreements, requiring alignment with University policies, legal frameworks, and diverse stakeholder priorities across multiple faculties, institutes, and international partners.
- Undertaking detailed due diligence and risk assessments for new and renewed partnerships, often navigating sensitive issues and providing recommendations that balance strategic opportunity with compliance and risk mitigation.
- Maintaining accurate, comprehensive, and up-to-date partnership records across multiple systems, while ensuring timely reporting and procedural compliance in a fast-moving and high-volume agreements portfolio.
- Coordinating effectively with senior executives, the Office of General Counsel, and external institutions across different cultural and regulatory environments, often managing competing priorities and immovable deadlines.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: