

# POSITION DESCRIPTION



## Manager, Strategic Partnerships



### POSITION DETAILS

<b>Position Title</b>	Manager Strategic Partnerships
<b>Classification</b>	HEW Level 8
<b>Position Number</b>	NEW
<b>School/Office</b>	Partnerships Team
<b>Division</b>	Division of Western Sydney & External Engagement

### POSITION PURPOSE

The Partnerships Team plays a vital role in advancing the University's 2030 strategic ambitions by building, coordinating and managing partnerships with institutions across Australia and around the world. These partnerships support student mobility, research collaboration, and industry engagement—creating practical learning experiences and expanding the University's reach both locally and internationally.

The Manager of Strategic Partnerships is responsible for leading the planning, execution, and delivery of high-impact initiatives and enabling delivery of partnership commitments. This role serves as a key driver of cross-functional partnership projects, ensuring alignment between executive leadership, business units, faculties, institutes and operational teams. The Manager will provide strategic oversight, project governance, and change management expertise to ensure partnerships and initiatives are delivered on time, within scope, and with measurable value. This position plays a critical role in identifying opportunities for innovation, streamlining processes, and supporting long-term organisational growth and transformation.

### KEY ACCOUNTABILITIES

- **Partnership Development and Pipeline Growth** - Support the Director to identify, qualify, and advance high-value partnership opportunities in line with Western 2030 priorities and the team's operational plan. Oversee the Partnerships 'Front Door' concierge function and coordinate Faculty/Institute engagement.
- **Partnership Delivery and Impact Tracking** - Coordinate and ensure the successful delivery of strategic partnerships, monitor and report on outcomes using KPI frameworks, and maintain quality
- **Team Leadership and Operational Management** - Lead and manage the partnerships' function, fostering a collaborative and high-performance culture, and ensuring timely delivery of services and outputs through effective resource management.
- **Governance, Compliance and Risk Management** - Ensure the compliance of all partnership activities

with legislation, privacy, and ethical standards, while maintaining consistent, accountable, and transparent documentation and workflows.

- **Relationship and Stakeholder Engagement** - Cultivate collaborative relationships with senior executives and internal stakeholders to develop partnerships, support relationship strategies with tailored communication plans, and provide strategic advice to senior leadership.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

1. A degree or equivalent qualification and/or demonstrated experience and capability in partnerships or business development and/or experience of building long-term partner relationships in the higher education sector or a similar complex, multi-stakeholder environment.
2. High level interpersonal skills, particularly in relation to influencing and building effective relationships within the University and externally, including outstanding communication, networking and negotiating skills appropriate to representing the University to national and international organisations.
3. High levels of written skills in developing and drafting complex documents and papers.
4. Very strong organisational and planning skills, a strong team player with a 'can do' attitude, with excellent and proven ability to support others and the ability to work to targets.
5. Ability to deploy creative and innovative approaches to partnership endeavours
6. Ability to exercise good judgement on complex issues and capability to make independent decisions and take responsibility
7. Knowledge, experience and skills in IT, including Microsoft Word office applications, databases; e-mail systems; a high level of competence in creating and producing reports using Word.

## **KEY RELATIONSHIPS**

**This position reports to:** Director, Strategic Partnerships

**This position supervises:** 1 x Partnerships Officer (HEW 6)

**Key internal relationships:**

- DVC Western Sydney and External Engagement
- Director, Strategic Partnerships
- Executive Deans, School Deans, Institute Directors and other senior executives

**Key external relationships:**

- Corporate/ industry partners
- Any other partner, such as:
  - Government departments
  - Local councils and community organisations

## **CHALLENGES**

- Balancing priorities and relationships – managing conflict, ensuring accountability, and navigating diverse and competing priorities across multiple stakeholder groups, while maintaining service quality, acting as the central 'front door', and sustaining clear, responsive, and trust-based communication.
- Ensuring compliance in a complex environment – meeting evolving legislative, contractual, and ethical requirements across national and international contexts, while introducing new systems that strengthen transparency, accountability, and quality assurance.
- Driving change with limited resources – leading the rollout and embedding of new partnership systems and processes (including the unified CRM and 'Front Door' model) while delivering growth, innovation, and measurable impact within constrained budgets.

## 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: Office for People

Date: August 2025