

**POSITION DESCRIPTION – General Staff
Full Time – Permanent**

Position Title: Coordinator Offshore Programs

Level: 5

Faculty/Division: DVC (International)

Department/Location: Transnational Education & Alliances

Primary purpose of the position:

The Coordinator Offshore Programs works closely with internal and external stakeholders to ensure ongoing quality assurance is maintained to contractually required standards at a number of the University's current transnational teaching locations. It also looks at supporting the University's current and potential transnational educational partnerships in line with the University's strategic priorities. In particular, it is tasked with ensuring a high level of quality assurance, due diligence and risk assessment for current and prospective partners within the University's strategically important Middle East and North Africa (MENA) region as well as South East Asia.



Position Environment:

The Transnational Education & Alliances Unit aims to support and enhance UOW's global positioning and international capability through centralised management of transnational educational programs, including partner management, developing related business proposals for further activity, and ensuring the efficient running of projects throughout the entire lifecycle, as well as undertaking ongoing quality assurance of transnational education partners and all programs. The Unit also has responsibility for oversight and management of contractual agreements and related negotiations with current and prospective international partners working in close collaboration with relevant Faculties and the senior executive of the University. The position requires a high level understanding of transnational education trends particularly within the MENA and South East Asian region, together with communication and cross-cultural skills appropriate for dealing with academia and related government and industry authorities in related countries.

Major Accountabilities/Responsibilities:

Tasks	Outcome	Percentage of time	Office Use Only
1. Coordinating existing and new offshore programs in the Middle East and North Africa (MENA) as well South East Asian region with a focus on developing strategic twinning and offshore arrangements. <ul style="list-style-type: none"> - TNE Communication Strategies and Protocols: <ul style="list-style-type: none"> o Oversight and coordination of TNE partner communications within the MENA and South East Asian region, including due diligence and quality assurance policies and procedures. o Oversight and coordination of all UOW stakeholders' communications to current and potential partners within the two regions. 	Transnational partner relations developed in line with University's strategic priorities. Develop an International Partner Engagement Action Plan that incorporates a well-defined communications strategy together with a coordinated set of collaborative activities	30	

<ul style="list-style-type: none"> - New TNE Contract development, and input of review / renewals of TNE Agreements within the two regions for the Director, that includes: <ul style="list-style-type: none"> o Operationalising all aspects of the agreement to all relevant internal and TNE partner stakeholders; plus - Due diligence of potential TNE partners (offshore and twinning) for the two regions - Ensuring up to date completion and compliance with all country specific Regulators / Ministry of Education documentation or equivalent registrations in countries within the two regions - Annual Review and Management Committee Meeting coordination from inception to sign-off including follow up after each review within the two regions. - Maintenance of an issues log for TNE partners within the two regions. - Ensuring uniformity from all UOW Faculties in relation to the development of strategic alliances with industry, government and academic and market assessment related to TNE (offshore and twinning) within the two regions. - Work with the Director and all other senior stakeholders to develop an offshore strategic plan for each TNE partner and overall for the country in terms of roll-out programs / schedules in consultation with Faculties/Central Units for the two regions, including: partner engagement communication protocols. 	<p>aimed at deepening the various relationships.</p>		
<p>2. Work closely with internal and external stakeholders to ensure ongoing quality assurance procedures are implemented to contractually required standards at all the University's current transnational teaching locations, including:</p> <ul style="list-style-type: none"> - Maintaining all relevant database/record systems pertaining to the quality assurance process for transnational education and generating status reports for both internal and external stakeholders. - Developing 'issues log' in preparation for annual review and management committee meetings with partners. 	<p>Greater 'buy in' (support) of the University's TNE quality assurance policies and procedures from both internal and external stakeholders. Working towards consistency of implementation across Faculty's and offshore partners.</p>	30	
<p>3. Coordination of the University's development of new transnational initiatives (offshore, twinning and training) within the MENA and South East Asian regions:</p> <ul style="list-style-type: none"> - Coordinate, develop and refine country specific strategic plans for TNE collaborations within the two regions that includes conducting research and analysis in a number of strategic areas including government policy, higher education & industry trends; - Undertaking specific country, market and competitor analysis of TNE within the two regions, in order to identify potential TNE partner to collaborate with UOW; - Identify opportunities through market research to expand current transnational arrangements to other relevant 	<p>Informed and sophisticated decision making around the development of new TNE partner and program selection, in line with University's strategic priorities, incorporating rigorous due diligence.</p>	20	

<p>faculties within the University.</p> <ul style="list-style-type: none"> - Preparation of business plans and proposals for prospective partner selection for offshore, twinning, corporate and government collaborations within the two regions. - Making recommendations to faculties and other internal stakeholders based on the intelligence gathered, and assisting the faculties with regard to their future strategies concerning TNE activities within the two regions; - Develop and expand academic, corporations, government, and industries relations with key contacts in the University's TNE locations within the two regions to profile the University and expand its strategic connections. 			
<p>4. Overall responsibility for the management and co-ordination for the University's Offshore QA Digital System, and implementing its use throughout the University and Offshore Partners.</p>	<p>Maintenance of streamlined QA systems across the University's TNE teaching locations.</p>	<p>10</p>	
<p>5. Other:</p> <ul style="list-style-type: none"> - Provide support to the Director and assist in the implementation of the Unit's operational plans and strategic alliances including the development of a strategic partners list. - Manage visits from current and potential partners from the two regions to the University as and when required. 	<p>Development of a strategic partners list that incorporated detailed selection criteria and ongoing engagement priorities.</p>	<p>10</p>	
<p>6. Observe principles and practices of Equal Employment Opportunity</p>	<p>To ensure fair treatment in the workplace.</p>	<p>Ongoing</p>	
<p>7. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.</p>	<p>To ensure a safe working environment for self & others.</p>	<p>Ongoing</p>	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Manager Transnational Education

Selection Criteria – Knowledge & Skills

Essential:

- Knowledge and understanding of the Australian TNE sector
- Demonstrated knowledge and application of relational databases, with particular emphasis on accuracy
- Demonstrated organisational and administrative skills with an ability to work independently and as part of a team
- Well-developed interpersonal and cross-cultural communication skills
- Attention to detail
- Demonstrated ability to manage high volumes of work and conflicting priorities
- Strong cross-cultural communication skills both written and spoken
- Demonstrated ability to prepare official correspondence and reports

Desirable:

- Fluent in a second language with a preference on Arabic
- Knowledge on the University's transnational activities
- Knowledge and understanding of University policies, regulations and practices

Selection Criteria – Education & Experience

Essential:

- A bachelor degree or a combination of education/experience/training deemed to be equivalent
- Experience in liaising with academic institutions on matters pertaining to international education

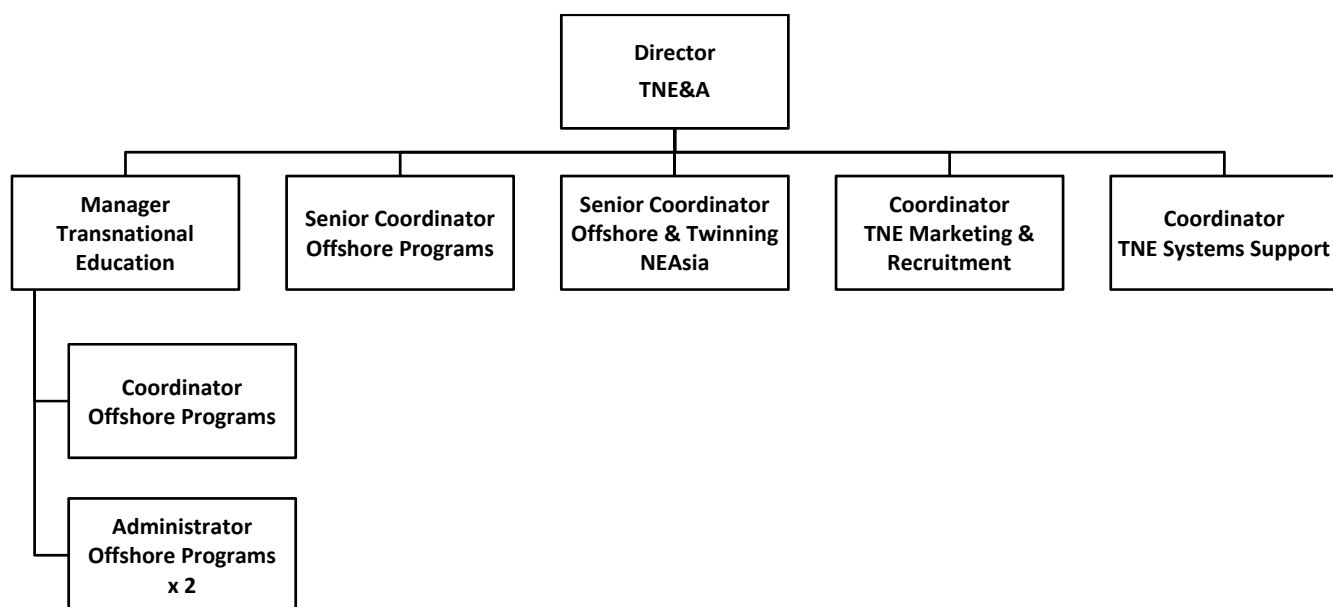
Personal Attributes:

- Work to a high standard; handle sensitive and confidential information
- Knowledge of the demands of education within a tertiary institution
- Ability to work effectively in a deadline driven, high demand environment

Special Job Requirements:

- It will be occasionally requirement to work out of standard office hours
- Some international and domestic travelling may be required

Organisational Chart:



Approval:

Approved by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____