

Job Description

Online Partnership Manager

Directorate: Offices of the Vice-Chancellor



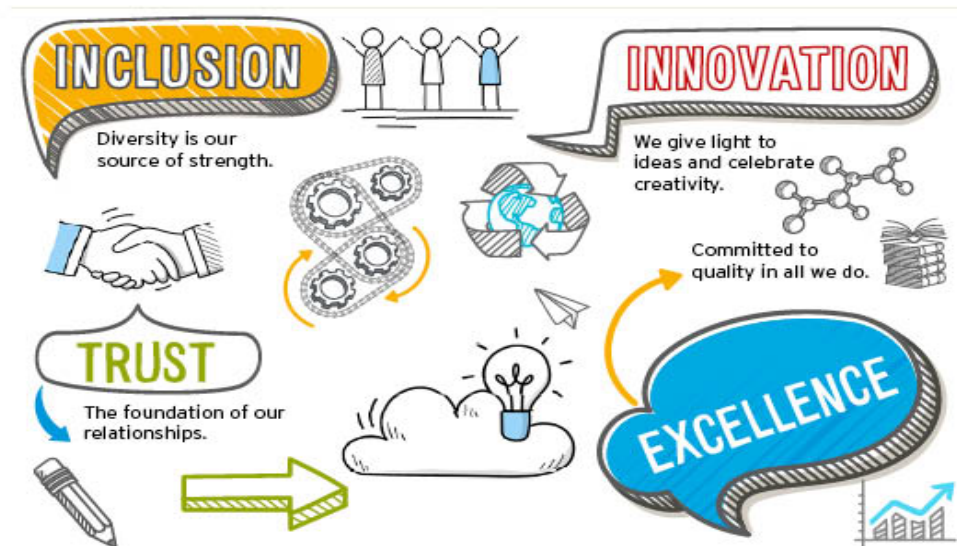
Brief summary of the role

Role title:	Online Partnership Manager
Grade:	9
Faculty or Directorate:	Offices of the Vice-Chancellor
Service or Department:	To be confirmed
Location:	City Campus
Reports to:	Vice-Chancellor (in the interim)
Responsible for:	Not applicable
Work pattern:	36.25

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	Degree with honours (BA) / (BSC hon) in business, finance, management or a related field, or relevant experience.
Desirable	A recognised professional project management qualification or equivalent experience.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Commercial Acumen: Strong understanding of business models, revenue drivers, and financial performance indicators.• Relationship Management: Ability to build trust and influence senior stakeholders across organisations.• Supplier/partnerships management. Experience in managing a partner/supplier against their contractual obligations• Analytical Thinking: Skilled in interpreting data, identifying trends, and developing actionable insights.• Project Management: Capable of managing timelines, deliverables, resources and cross-team
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	<p>collaboration.</p> <ul style="list-style-type: none"> • Communication: Excellent written and verbal communication skills, including presentation and negotiation. • Digital Fluency: Comfortable with online learning platforms, CRM systems, and performance dashboards. • A successful track record in delivering strategic goals in line with an organisational vision • A practical and strategic understanding of the value of online education to support blended learning, work-placed learning and online distance learning in relation to all aspects of the student lifecycle including curriculum design, delivery and assessment.
Desirable	<ul style="list-style-type: none"> • Demonstrated experience and proficiency in running online programmes in the higher education sector. • Experience of leading and developing strategies for the design and development of high quality online learning pedagogy and innovation, including extensive experience of creating online courses in complex technological or academic environments

Main purpose of the role

The Bradford Online Partnership Manager will play a key leadership role in the strategic and operational development and delivery of online learning at Bradford working closely with our partner, Higher Ed Partners (HEP). Working with academic and professional service colleagues, HEP and other external partners, the role holder will design and deliver an exceptional online product learning programme. They will be responsible for identifying the right commercial opportunities for designing and launching wholly online programmes and managing the student experience through to a successful graduation. The role will account manage the relationship with HEP and will ensure the delivery of an effective service to their online students in line with financial projections.

Main duties and responsibilities

1. Take a key supporting leadership role to design, deliver, implement and manage the strategy and commercial operations for Bradford Online Campus as a profit-making entity.
2. Establish and oversee quality assurance processes for Bradford Online Campus.
3. Lead, maintain and oversee partnerships for online learning with external organisations, including but not limited to the OPM provider, ensuring efficient systems, financial sustainability, and high performance.
4. Lead institutional stakeholder engagement including:
 - Developing effective working relationships with academic schools to expand the online education portfolio, including short courses, micro-credentials, degrees and postgraduate provision.
 - Developing effective working relationships with a wider range of professional services to ensure the successful delivery of online education.
 - Reporting to Executive Leadership in respect of Bradford Online Campus
5. To ensure exceptional student outcomes across online education provision, in line with the University's ambitions.
6. Lead the team responsible for designing and developing hybrid and online learning.
 - Be responsible for ensuring that achievable and financially viable resource is allocated and deployed to the Bradford Online Campus.
 - Proactively horizon-scan within the UK and internationally, driving Bradford to be a leading online university.
7. **Partnership Ownership:** Serve as the main point of contact and strategic and operational lead for our major online campus partner (HEP) and other partners as they develop.
8. **Performance Optimisation:** Monitor and analyse KPIs. Using the data to implement strategies to improve results.
9. **Commercial Delivery:** Ensure the partnership meets agreed financial targets and contributes to broader business goals.

10. **Strategic Planning:** Collaborate with internal teams and the partner to develop areas such as growth plans and product enhancements.
11. **Operational Excellence:** Work with Internal teams and the partner organisation to streamline processes ensuring a student first approach is at the forefront.
12. **Stakeholder Engagement:** Build strong relationships with senior leaders, academic teams, and operational staff on both sides of the partnership.
13. **Reporting & Insights:** Provide regular performance reports, insights, and recommendations to internal leadership and the partner institution.
 - As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.