

Position Description – Education Partnerships and Engagement Officer

Updated 12/8/2026

POSITION DETAILS	
College/Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact
Supervisor (Title)	Education Partnerships and Engagement Coordinator
Classification	Higher Education Officer, Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY
Under general to broad direction, the Education Partnerships and Engagement Officer supports the development and delivery of strategic education partnerships and curriculum initiatives that advance Flinders University's Agenda 2035 goal to improve 10 million lives by 2035. The position works closely with academics, professional staff, industry, government, schools and community groups to design and deliver projects that address workforce needs, strengthen education pathways and support Degree Apprenticeships and other strategic programs. Reporting to the Education Partnerships & Engagement Coordinator and working with the Education Partnerships Lead and Curriculum Impact team, the Education Partnerships and Engagement Officer will coordinate projects from planning to delivery and evaluation, using strong relationship-building, project management and governance to ensure clear outcomes.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; - contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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KEY POSITION RESPONSIBILITIES

The Education Partnerships and Engagement Officer is accountable for:

1. Project delivery: Coordinating the end-to-end delivery of partnership projects, planning, implementation, stakeholder coordination, monitoring, reporting and evaluation to meet agreed objectives.
2. Partnership development: Building and sustaining productive relationships with internal and external partners (Colleges, industry, government, schools, community) to support curriculum innovation and workforce-focused programs.
3. Stakeholder engagement: Work collaboratively to identify opportunities, resolve issues and align partner needs with project goals.
4. Events & engagement: Coordinating meetings, workshops, communications and marketing activities, and events that drive collaboration and project progress.
5. Governance & administration: Maintaining accurate project records and dashboards; prepare clear reports, briefings and presentations to support decision-making and compliance.
6. Continuous improvement & team contribution: Sharing knowledge, suggesting and implementing process improvements, and supporting a responsive, collaborative team culture.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or and equivalent combination of experience and/or education and/or training.
- Demonstrated experience managing projects from initiation to completion, including planning, governance, monitoring and evaluation.
- Demonstrated experience building strong relationships and maintaining productive partnerships with a range of stakeholders.
- Well developed written and verbal communication, including experience drafting newsletters and social media posts, as well as report and briefing preparation.
- Excellent organisational and administrative skills; able to manage competing priorities, maintain records and deliver quality outcomes.
- Experience supporting the planning and delivery of events, workshops or community engagement activities, including coordinating logistics and contributing to associated communications.
- Demonstrated ability to work collaboratively and independently, exercise sound judgement, and adapt to changing priorities with a solutions focus.
- Demonstrated ability to support innovative education partnerships and workforce-focused curriculum initiatives.
- Experience in higher education or another complex, multi-stakeholder environment (Desirable).

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- Experience with recruitment, apprenticeships, curriculum innovation or workforce development programs. Familiarity with project management, CRM or stakeholder management tools (Desirable).

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