

Position Description – *Higher Degree Research (HDR) Engagement and Partnerships Manager*

Updated 17/08/2026

POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Office of Graduate Research (OGR)
Supervisor (Title)	Deputy Dean of Graduate Research
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY

The Higher Degree Research (HDR) Engagement and Partnerships Manager, under broad direction, and as a member of the Office of Graduate Research (OGR), will oversee and lead the development and delivery of key industry and international research collaborations that provide internship, cotutelle and other research and training opportunities for Higher Degree by Research (HDR) students. Through a service and continual improvement mindset, the HDR Engagement and Partnerships Manager will deliver outcomes for the University which result in a consistent experience, meeting University regulatory and reporting requirements.

The HDR Engagement and Partnerships Manager is responsible for supporting the planning, development, and project management of industry and international research collaborations, in general, and cotutelle and internship arrangements in particular, that provide HDR students with research and training opportunities. Pivotal to this is the collaboration with key internal and external stakeholders, with a strong emphasis on a student-centred approach.

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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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

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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.

KEY POSITION RESPONSIBILITIES

The HDR Engagement and Partnerships Manager will be accountable for:

1. **Providing high-level strategic advice and operational support** for the planning, development, and project management of industry and international engagement initiatives that enhance research and training opportunities for HDR students. This includes interpreting and analysing relevant policies, statutes, regulations, and administrative procedures in alignment with government legislation and University frameworks.
2. **Developing, strengthening, and managing relationships** with key internal and external stakeholders to support the effective implementation and continuous improvement of HDR industry engagement and cotutelle opportunities.
3. **Facilitating the development and negotiation of strategic agreements**, including contractual arrangements, memoranda of understanding, industry HDR grant applications, and scholarship conditions, ensuring alignment with University priorities and compliance requirements.
4. **Representing the University in strategic engagement activities** by leading HDR-related industry events, participating in international delegate initiatives, and actively contributing to relevant forums and panel discussions to promote HDR industry engagement opportunities and strengthen institutional partnerships.
5. **Managing complex and sensitive HDR student cases** related to industry and international engagement, including stakeholder liaison, conflict resolution, and facilitation of intellectual property matters, while ensuring adherence to University policies and legal frameworks.
6. **Developing high-level correspondence and briefing materials** for internal and external stakeholders, including responses to student grievances, to support the OGR Leadership team (Pro Vice-Chancellor (Research Training and Capability), Dean and Deputy Dean of Graduate Research, and Quality Assurance and Operations Manager).
7. **Identifying, assessing, and promoting funding opportunities** that support strategic industry and international research training initiatives for HDR students, including managing co-investment requests and scholarship funding models.
8. **Providing specialist input and strategic guidance** on industry and international engagement for HDR students, contributing to the design and delivery of supervisory training programs coordinated by the OGR.
9. **Delivering executive support to strategic research committees**, including preparation of agendas, minutes, reports, and correspondence, and ensuring timely follow-up and implementation of committee decisions.
10. **Overseeing the integrity and use of data** related to HDR student industry and international engagement, coordinating the production of performance reports that inform University and College-level decision-making.
11. **Driving the implementation of strategic communication resources**, including promotional materials, web content, and engagement systems, to enhance visibility and uptake of HDR industry and international engagement opportunities.
12. **In conjunction with the OGR Leadership Staff:**
 - Conducting strategic reviews of systems, policies, and procedures to ensure service excellence and continuous improvement;

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- Contributing to the development and refinement of University-wide policies and procedures;
- Taking responsibility for documenting critical systems and processes in a timely manner and ensuring their currency.

13. **Providing supervision and guidance to selected functional team members within the OGR**, and leading activities aimed at the continuous improvement of processes and stakeholder engagement.

14. **Acting as delegate, when required, for OGR Leadership** on a range of matters relating to HDR student industry and international engagement activities.

15. **Any other responsibilities** in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of experience and/or education and/or training.
- Demonstrated ability to interpret, advise and apply statutes, rules, regulations, administrative policies and procedures, including the ability to review policies and procedures with the view to providing continuous improvement of services.
- Demonstrated ability to manage projects including high-level organisational and administrative skills, including the ability to prioritise effectively and meet deadlines, and successfully coordinate multiple tasks.
- Demonstrated experience in the development of innovative collaborative partnerships with industry and international partners and/or other external stakeholders.
- Demonstrated initiative, high-level organisational skills and attention to detail, and the capacity to provide advice in an effective and timely manner.
- Extensive experience in project management or business development.
- High-level oral, written and interpersonal communication skills and demonstrated ability to analyse data, prepare reports, and deliver presentations while demonstrating accuracy and attention to detail.
- Demonstrated ability to line manage and supervise selected functional team members.
- High-level liaison and negotiation skills, and the ability to work cooperatively with a diverse range of people.
- Demonstrated ability to use high level initiative and problem-solving skills, with the ability to influence to achieve positive outcomes.
- Proven ability to exercise high-level judgement when dealing with sensitive and complex matters.
- Experience and/or a demonstrated understanding of the current issues impacting on the higher education sector.

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