

Position Description – Associate Director, Government and External Relations

Updated 23/01/2026

POSITION DETAILS	
Portfolio	Portfolio of the Vice-Chancellor
Organisational Unit	Government and External Relations
Supervisor (Title)	Senior Director, External Relations and Communications
Classification	Higher Education Officer Level 10
Employment Type	Continuing, full-time
POSITION SUMMARY	
<p>Working generally unguided, the Associate Director, Government and External Relations is responsible for the delivery of activities aimed at strategically enhancing the University's reputation and relationships with key government and industry stakeholders.</p> <p>The Associate Director, Government and External Relations is responsible for leading the Government and External Relations team, cultivating relationships with key government and industry stakeholders and the delivery of the government relations strategy.</p>	
UNIVERSITY EXPECTATIONS AND VALUES	
<p>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:</p> <ul style="list-style-type: none"> 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. <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>	

KEY POSITION RESPONSIBILITIES

The Associate Director, Government and External Relations is accountable for:

- Providing the Vice-Chancellor, senior executives, Colleges and portfolios with high level advice regarding strategic partnership engagement requirements and opportunities to increase the university's profile within government and industry.
- Leading and motivating the Government and External Relations team to meet organisational objectives.
- Leading the development of an integrated and coordinated government and external relations strategy for the university that supports strategic objectives and enhances the university's reputation.
- Establishing strong and effective networks across the university and externally to support the strategic objectives of the university.
- Researching and developing high quality position papers, correspondence, submissions, plans, policy, guidelines, advice, and recommendations on matters of strategic interest.
- Leading the delivery of Government and External Relations initiatives that manage risk and drive advocacy from internal and external stakeholders.
- Providing expert advice and assistance across the university and developing mutually beneficial partnerships with the industry and government sectors to strengthen those relationships and avoid duplication of activities.
- Overseeing the maintenance of a central database of external relations contacts.
- Designing and implementing evaluation protocols for external relations activities to ensure continuous review and improvement.
- Providing professional guidance and support to colleges and portfolios regarding industry and government relations activities.
- Working in collaboration with Alumni and Advancement to connect key industry and corporate stakeholders to support philanthropic activity.
- Working in collaboration with colleges and portfolios across the university to connect key industry and corporate stakeholders to strategically important events, activities and initiatives.
- Working collaboratively with leaders in the Chief of Staff portfolio to develop mutually complementary operational plans and clear communication strategies.
- Staying abreast of major trends and best practice in industry, government relations and public policy.
- Any other responsibilities in line with the level of the position as assigned by the Senior Director, External Relations and Communications and/or the university.

KEY POSITION CAPABILITIES

- Postgraduate qualification and extensive relevant experience and/or extensive relevant experience working in the public sector and/or a ministerial office and/or in a similar role.
- Demonstrated experience at a senior level working with executives, boards/councils, committees, industry, all levels of government and community groups, with the ability to cultivate relationships and engage a wide range of stakeholders.
- Demonstrated advanced analytical, problem-solving and research skills and the ability to conceptualise, develop, propose, review and report on documents and policies of a complex nature.
- Experience leading high-performing teams.
- Demonstrated extensive project management experience and ability to be self-organised and adaptable to effectively prioritise multiple concurrent projects and work within tight deadlines.
- Demonstrated high level written, verbal and presentation skills and proven experience in preparing high quality policy papers, briefing papers, reports and recommendations.
- Proven capability to develop and implement strategies which are designed to strategically enhance the reputation for a large and complex organisation.
- Demonstrated ability to lead, manage and work effectively within a complex and changing environment.
- Demonstrated ability to deal with confidential and sensitive matters.
- Exceptional knowledge of the government sector locally and nationally.
- Sound knowledge of the higher education sector, together with an understanding of the issues and policy-framework as they impact the higher education sector.
- Demonstrable track record of developing a vision, thinking strategically, formulating, and implementing plans.
- Ability to represent Flinders University at a high level and in diverse settings.