

Position Description – *External Relations and Protocol Partner*

Updated 13 March 2026

POSITION DETAILS	
Portfolio	Office of the Vice-Chancellor
Organisational Unit	Government and External Relations
Supervisor (Title)	Associate Director, Government and External Relations
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>The External Relations and Protocol Partner is responsible for supporting the wider University in its engagement with key government, political and industry stakeholders in line with organisational strategy.</p> <p>This role works closely with the Associate Director, Government and External Relations and the broader Government and External Relations team to support effective stakeholder engagement. This position plays a key role in managing external engagements, official visits and partnerships in support of the University's objectives.</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 and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • 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 current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i></p>

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KEY POSITION RESPONSIBILITIES

The External Relations and Protocol Partner is accountable for:

- Supporting the Associate Director in driving the University's approach to external engagement aligned with the University's strategic goals.
- Supporting management of the University's external engagement calendar, including proactive and reactive engagement planning and support.
- Drafting briefings, correspondence, submissions and advice for senior audiences supporting external engagement objectives.
- Planning visits and tour itineraries of the University to effectively showcase institutional priorities, facilities and achievements to external stakeholders.
- Supporting colleagues across the university in effectively navigating Government and stakeholder protocols for dignitaries, diplomats and VIP guests.
- Coordinating regular reporting on the University's external relations activities.
- Supported by the Associate Director, ensuring effective engagement with membership organisations by coordinating speaking opportunities, preparing and supporting University representatives, and facilitating associated partnership activities.
- Working collaboratively with the Events and Media and Communications teams (and broadly across the University) to ensure external engagement priorities are fully realised through University events.
- Overseeing administration of key external relations processes and systems, including effective tracking of external engagement activities in the CRM and monitoring of government announcements (via Gazette, Hansard and other sources).
- 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 in a relevant field (politics, public policy, communications or similar) with subsequent relevant experience in a similar role; or an equivalent combination of experience and/or education and/or training.
- Proven ability to act with high-level discretion, political sensitivity, and professionalism.
- General understanding of political and dignitary protocols at all levels of government.
- Demonstrated experience coordinating and supporting high-level engagements, visits and events with politicians, dignitaries and other VIP stakeholders.
- Well-developed written and verbal skills, and proven experience preparing briefings, proposals and partnership documentation.
- Demonstrated experience building and maintaining effective networks with government, political offices and industry bodies.
- Well-developed interpersonal skills and a proven ability to work effectively with internal and external stakeholders.
- Highly organised and adept at managing competing priorities with strong attention to detail.
- Ability to work under limited supervision and as a team player, demonstrating proactivity and flexibility in approach.

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