

Position Description – *External Relations Advisor*

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 7
Employment Type	Continuing, full-time

POSITION SUMMARY

The External Relations Advisor is responsible for advising and supporting the University's engagement with key government, political and industry stakeholders, aligned with strategic priorities. Working closely with the Associate Director, Government and External Relations, the role contributes to the development and delivery of the University's External Relations Strategy, including identifying opportunities for partnership with governments to advance shared objectives.

As a core member of the Government and External Relations team, the position supports the coordination of government, political, industry and key stakeholder engagement.

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

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.

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KEY POSITION RESPONSIBILITIES

The Government and External Relations Advisor is accountable for:

- Supporting the Associate Director in driving the University's external relations strategy in alignment with the University's strategic goals.
- Establishing and maintaining strong and effective networks internally and externally, including with public servants, ministerial and political staff, industry, and membership bodies in support of the University's strategic objectives.
- Drafting high-quality briefings, correspondence, submissions and advice for senior audiences.
- Supporting colleagues across the university in navigating Government policy, regulation and legislation, as required.
- Mitigating and managing sensitive issues by analysing risks, implementing mitigation strategies, and working collaboratively with the Media and Communications team.
- Working with the Director, Senior Director and other executives to undertake stakeholder mapping and developing stakeholder relationship management plans.
- Coordinating regular reporting on the University's government and external relations activities.
- Supporting the research and development of submissions, position papers, correspondence, policy and guidelines on matters of strategic interest.
- Providing professional guidance and support to Colleges and portfolios regarding industry and government relations engagement and events.
- Supporting the University's effective engagement with membership-based organisations, including profiling University expertise and thought leadership.
- Contributing to a central database of external relations contacts.
- 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, economics, law or similar) with at least 4 years' subsequent relevant experience in a similar role; or an equivalent combination of experience and/or education and/or training.
- General to broad working knowledge of political, parliamentary and legislative processes at federal, state and local levels of government.
- Demonstrated experience managing complex and sensitive issues.
- Strong analytical and research skills, with the ability to quickly and effectively source information through networks, demonstrating attention to detail and critical thinking.
- Demonstrated well-developed to high-level written, verbal and presentation skills, and proven experience preparing high quality briefing papers, reports, policy papers and recommendations.
- Demonstrated ability to research and analyse information and data to provide well-informed strategic recommendations.
- Well-developed to high-level interpersonal skills and a proven ability to influence, maintaining effective relationships with a range of internal and external stakeholders.
- Highly organised and adept at managing competing priorities to deliver outcomes in a busy, deadline-driven function.
- Proven ability to work independently and as a team player, demonstrating proactivity and flexibility in approach.

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