

Position Description – Director of Education Pathways and Partnerships

Drafted 22/7/2025

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact
Supervisor (Title)	Pro Vice Chancellor (Curriculum Impact)
Classification	Higher Education Officer Level 10
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>The Director of Education Pathways and Partnerships is a key member of the leadership team in the Curriculum Impact portfolio. The Director of Education Pathways and Partnerships will work under generally unguided direction and will be responsible for maintaining existing and identifying and facilitating new educational partnerships for the University, including applying a deep knowledge of the secondary and tertiary education sector to develop and maintain pathways for prospective students into Flinders University's courses.</p> <p>The incumbent will work closely with Colleges and the Curriculum Impact, Marketing and Student Recruitment, Admissions, Finance and External Engagement teams to ensure opportunities are leveraged and communicated to meet the needs of external partners (e.g. schools, VET providers, industry) and the University.</p> <p>The position will leverage relationships and provide expert advice across the University in developing and maintaining educational partnerships and pathways that facilitate achievement of student load targets and other strategic priorities for the University (e.g. equity targets, career ready graduates).</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 National Police Certificate 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 Director of Education Pathways and Partnerships is accountable for:

Strategic Leadership:

1. Leading, delivering, monitoring and reporting on the University's educational partnerships (including sponsorships) and educational pathways and acting as the key relationship owner to facilitate and leverage education partnership and pathway opportunities.
2. Working collaboratively with Colleges and the Curriculum Impact, Marketing and Student Recruitment, Admissions, Finance and External Engagement teams to explore, develop, implement and maximise educational partnerships and non-traditional education pathways to facilitate achievement of student load targets.
3. Ensuring appropriate review, drafting and negotiation of educational partnership and pathway agreements within regulatory requirements and in collaboration with relevant Flinders stakeholders.
4. Overseeing the contractual processes where required, ensuring contractual obligations on both sides are fulfilled and reported on, leading governance processes and preparing internal and external reports.
5. Providing leadership and fostering a team environment that embraces collaboration across organisational boundaries to create a coherent and connected service team that represents and supports all colleges and portfolios.

Education Pathways:

6. Applying extensive knowledge of non-traditional educational pathways to lead external partners and College leadership teams to negotiate and deliver appropriate pathways for prospective students into courses at Flinders.
7. Developing and maintaining high quality relationships with both existing and potential educational pathway partners (e.g. schools, VET providers). Including facilitating relationships between senior external stakeholders and relevant areas of the University.
8. Leading and developing knowledge of education pathways within teams to identify and foster opportunities to for future growth and collaboration.

Education Partnerships:

9. Maintaining high quality relationships with both existing and potential educational partners including sponsored partners, facilitating relationships between senior external stakeholders and relevant areas of the University.
10. Working closely with the Marketing team to ensure relevant brand, marketing, digital, content, event and activation opportunities are negotiated and delivered.
11. Some after hours and weekend work, regional and interstate travel may be required.
12. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.



KEY POSITION CAPABILITIES

- Postgraduate qualifications in a relevant discipline with extensive relevant experience; or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated extensive knowledge and expertise in educational matters in the higher education sector including detailed knowledge of educational pathways from secondary education or adult entry backgrounds.
- Demonstrated experience in leading, motivating, and developing professional teams to foster a high-performance culture grounded in respect, support, innovation, and continuous improvement.
- Proven ability to identify, establish, and maintain strategic educational partnerships, pathways, and networks with key external stakeholders, navigating complex organisational environments to achieve strategic objectives and deliver measurable return on investment.
- Exceptional high-level communication skills with experience in representing organisations at senior levels to engage current and potential partners.
- Demonstrated advanced project management and problem-solving skills to manage competing priorities and tight schedules, including working within budget and time constraints and managing contractual obligations.
- A demonstrated commitment to excellence and the principles of continuous improvement and ability to develop and deliver plans, measure outcomes and prepare reports.
- Demonstrated ability to lead a team and provide effective supervision to staff.