

Position Description – *Education Partnerships Lead*

Updated 9/9/2025

POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Curriculum Impact
Supervisor (Title)	Director, Education Pathways and Partnerships
Classification	Higher Education Officer Level 8
Employment Type	Fixed-term, full-time

POSITION SUMMARY

Under broad direction, the Education Partnerships Lead will lead on maintaining existing and facilitating new educational partnerships for the University.

The incumbent will work closely with the external partners, relevant Colleges and the Curriculum Impact and Marketing and Student Recruitment teams to manage our educational partnerships and to support the leveraging and communication of opportunities for all stakeholders.

The position will leverage relationships across the University in developing and maintaining educational partnerships that facilitate achievement of student load targets and other strategic priorities for the University (e.g. equity targets, career ready graduates).

The incumbent will engage positively with their immediate team, and across the broader Curriculum Impact portfolio, to support the creation of an inclusive culture with a focus on innovation and continuous improvement.

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.

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.

KEY POSITION RESPONSIBILITIES

The Education Partnerships Lead is accountable for:

1. Managing productive and durable relationships with a diverse range of relevant industry and community partners, to facilitate and develop educational partnerships that support the industry connection for and career outcomes of students.
2. Managing the governance processes with our formal partnerships including maintenance and achievement of annual activity plans, organisation and effective running of quarterly Steering Committee meetings,
3. Ensuring connection between industry and relevant university stakeholders to support curriculum innovation and co-design, work integrated learning and delivery of other relevant learning experiences.
4. Reporting on educational partnership outcomes for internal and external stakeholders
5. Preparing educational partnership agreements in collaboration with relevant Flinders stakeholders and facilitating the contractual processes where required.
6. Using data on current and emerging higher education and workforce trends and expectations, including the influence of relevant legislative and policy changes, in the design and maintenance of relevant educational partnerships that will provide excellent industry relevant learning opportunities for our students.
7. Ensuring high value industry engagement to develop mutually beneficial partnerships that support the development of real-world learning experiences and career readiness outcomes for students and graduates.
8. Contributing to the development and maintenance of a healthy, positive and inclusive team culture, with a focus on student-success and innovation both within their immediate team, and across the broader Curriculum Impact Team.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of experience and/or education and/or training.
- Extensive experience in identifying, building and sustaining educational partnerships and networks with key external stakeholders to achieve strategic objectives and provide return on investment.
- High-level of liaison and negotiation skills with internal and external stakeholders and the ability to work cooperatively and equitably with a diverse range of people.
- Proven track record of thinking and planning strategically and managing complex projects to meet strategic plans and to manage contractual obligations.
- High level interpersonal and written and verbal communication skills including the ability to write reports, submissions and proposals on complex and sensitive issues for a range of audiences.
- Demonstrated experience in collecting and compiling data, interpreting information and providing strategic advice and detailed reports and recommendations.
- Proven demonstrated ability to work independently and proactively within broad guidelines, establish priorities and meet deadlines and exercise judgement and initiative in devising and implementing practical and economical solutions to complex problems.
- A demonstrated commitment to excellence and the principles of continuous improvement.
- Demonstrated experience in leading and managing the performance and development of staff, in a team and performance-based environment.