

**DIRECTOR, PARTNERSHIPS AND CORPORATE RELATIONS
POSITION DESCRIPTION**

Position Title:	Director, Partnerships and Corporate Relations	Position Number:	Faculty/Division: Vice-Chancellor and President
Classification:	Senior Manager, Level 1	No. Direct Reports 8 & Highest Classified Position: HEO10	School/Branch: External Relations
FTE: 1.0	Reports to: Vice-President, External Relations	Fixed x Continuing	Discipline/Unit: Partnerships and Corporate Relations
Position Summary:	<p>The External Relations Portfolio comprises two units i.e. Advancement Office and Partnerships and Corporate Relations Office. The Portfolio has been created to develop and foster partnerships and links with business, government, alumni and the community and to optimise the effectiveness and efficiency of external relations activities, including media and external relations communications, within one portfolio.</p> <p>The Director, Partnerships and Corporate Relations is responsible for the overall leadership, management and strategic direction of the Partnerships and Corporate Relations Office and for ensuring the required outcomes are achieved by all staff in the Office. This is an executive position which is responsible for the development and management of relations with business and industry research partners; developing an integrated Stakeholder Management Plan ; cultivating relationships with key State government, business and community leaders; overseeing all media liaison and messaging across the University; aligning the partnerships and corporate relations activities across the University; and ensuring the effective coordination of over 1600 volunteers supporting the University and the Don Dunstan Foundation.</p>		
Position Characteristics:	Scope	The Director, Partnerships and Corporate Relations leads the Corporate, Business, and Community Relations, and Media and Public Affairs teams in the planning and delivery of the quality partnerships and corporate relations activities for the University.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Vice-Chancellor • Director, Advancement and Managers across the Portfolio • Deputy Vice-Chancellors and Vice-Presidents • Marketing and Communications Branch • Executive Deans • Local, State and Federal Government Elected Members, Departments and Agencies • Industry partners and Industry or Business representative bodies • Community partners • University volunteer groups • Australian Universities (and in particular the Group of Eight) 	
	Special conditions	Work out of standard hours as required	

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		<p>May be required to travel interstate and overseas</p> <p>Reasonable workplace adjustments will be made for people with a disability</p>
	Delegations	Relevant HR and Financial delegations prescribed to the position
Key Responsibilities and Outcomes	1	<p>Management and Leadership of the Partnerships and Corporate Relations Office</p> <ul style="list-style-type: none"> • Ensure the effective and efficient operations of the Corporate, Business, and Community Relations, and Media and Public Affairs teams and that staff receive the necessary training and development to undertake their roles effectively • Provide advice to the Vice-President External Relations and the Office on University policies and procedures relating to Corporate, Business, and Community Relations, and Media and Public Affairs • As a member of the Portfolio Executive team, actively contribute to building an advancement and partnerships culture across the University • Lead the development and communication of all strategies, frameworks, policies and procedures relating to the effective management and delivery of corporate, business, and community relations, and media and public affairs activities across the University which are aligned to the University's Strategic and Operational Plans • Ensure the Partnerships and Corporate Relations Office maximises the use of relevant and available resources • Work collaboratively with the Director, Advancement to develop mutually complementary operational plans and clear communication strategies • Ensure the effective management of all staffing matters relating to the Partnerships and Corporate Relations Office • Participate as a member of the executive team and support the development, implementation and review of frameworks, policies and procedures relating to External Relations • Represent the Portfolio on University Committees and Working Parties
	2	<p>Partnerships</p> <ul style="list-style-type: none"> • Provide the Vice-Chancellor and Vice-President, External Relations with high level advice regarding strategic and operational partnership engagement requirements and opportunities to increase the University's profile with government, business and the community • Ensure the provision of advice and assistance to those areas across the University that maintain and develop mutually beneficial partnerships with the community, business and government to strengthen those relationships and to avoid duplication of

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		<p>activities</p> <ul style="list-style-type: none"> • Participate in the development of strategies that ensure the University is well positioned and prepared for future government funding initiatives • Ensure the maintenance of a central data base of current partnership key contacts and review University protocols for contacting key individuals within business, government and community groups • Provide professional guidance and support to Divisions, Faculties and Schools regarding partnership and corporate relations activities • Lead the development and coordination of the University's volunteer programs • Develop and manage relations with business and industry research partners
3	Media and Public Affairs	<ul style="list-style-type: none"> • Lead the development and implementation of a of a strategic University-wide media and public affairs framework that supports the University's Operating Plan • Oversee the development and management of all media liaison and messaging across the University (including speeches, media responses and social media content) • In conjunction with the Advancement Office, ensure the development of quality Advancement publications
4	Stakeholder Engagement and Management	<ul style="list-style-type: none"> • Lead the development, implementation and maintenance of the Stakeholder Management Plan, ensuring alignment to the University's Strategic and Operational Plans • Establish strong and effective networks across the University and externally (with key State government, business and community leaders) to support the strategic initiatives of the Portfolio • Identify gaps in partnering relationships with stakeholders and ensure that these are addressed • Represent the University externally as required, acting as a credible advocate for the University and the Portfolio
6	People Management	<ul style="list-style-type: none"> • Ensure effective people management and mentoring of direct reports and as appropriate, their teams to enable the Advancement Office to deliver its services as effectively and efficiently as practicable • Ensure effective people management, training and mentoring of direct reports to enable the team to deliver its services effectively and efficiently as practicable

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			<ul style="list-style-type: none"> Ensure timely completion of PDRs including development plans for direct reports and provide ongoing feedback on their work performance
Criteria	Leading @ Adelaide Capabilities and Behaviours	Strategic Thinking and Acting	<ul style="list-style-type: none"> Translates the University strategy into realisable goals for own area Sets priorities for turning strategy into action and co-ordinates the necessary resources to implement the plan
		Exemplifying Personal Drive and Integrity	<ul style="list-style-type: none"> Demonstrates and promotes the University values in all interactions and consistently applies organisational, legal and public policy/guidelines Treats people fairly and equitably and is transparent in dealings with them. Holds others to high standards of ethical conduct.
		Fostering Excellence in Learning and Inquiry	<ul style="list-style-type: none"> Displays an open, curious and non-judgmental attitude regarding differences of opinion Seeks new insights and innovative ways to address challenges
		Thinking and Acting as One Team	<ul style="list-style-type: none"> Generates and promotes collaboration and cross functional projects/initiatives Assesses the impacts of own decisions on other teams/areas of the University and addresses them with those affected
		Leading Change Towards Higher Performance	<ul style="list-style-type: none"> Approaches change in a positive way by seeking out opportunities and responding to ambiguity in a constructive manner. Stays energised Supports leaders as they transition through the change and maintains own resolve to lead the change through to successful completion
		Communication with Influence and Impact	<ul style="list-style-type: none"> Boldly and succinctly articulates a compelling “picture” of what is needed from senior leaders and demonstrates it has been well thought through Wins respect by making sure relevant stakeholders are listened to and included in communications so a mutually understood position is achieved

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	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Demonstrated experience in working with Senior Executives, Chairs, Boards/Councils and Committees, Business, Government and Community Groups with the ability to cultivate relationships and engage a wide range of stakeholders • Demonstrated experience at an executive or senior management level and working with Executive teams, Boards / Councils, Elected Members and all levels of Government • A well-developed capacity for managing relationships across the full spectrum of current stakeholders, potential stakeholders and other interested parties • Demonstrated high level negotiation and engagement skills, including having a consultative and collaborative style • Exceptional written, verbal and presentation skills, capable of inspiring others • Proven ability to oversee media liaison and public affairs activities with a complex organisation • Proven capacity to develop and implement strategies 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 • Demonstrated knowledge of the Government sector locally and nationally • Sound knowledge of the Australian Higher Education sector preferred
	<p>Qualifications</p>	<ul style="list-style-type: none"> • Graduate qualifications in Business, Commerce or relevant field and extensive relevant experience • Postgraduate qualification preferable
<p>Occupational Health, Safety and Welfare Requirements</p>	<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	

