Position Description - Coordinator, Global Engagement and Governance

Updated 14 October 2026

POSITION DETAILS	
College/Portfolio	Portfolio of the Deputy Vice-Chancellor (Students)
Organisational Unit	Office of Global Engagement
Supervisor (Title)	Executive Officer
Classification	Higher Education Officer Level 7 (HE07)
Employment Type	Continuing, full-time

POSITION SUMMARY

Working under broad direction and as part of the Office of Global Engagement, the Coordinator, Global Engagement and Governance supports the effective delivery of the University's global partnership, governance and international engagement activities. The position contributes to the identification, development and establishment of strategic global partnerships and provides project management, governance, operational and analytical support to enable successful global engagement outcomes.

The role works collaboratively with Colleges, Portfolios and external stakeholders across diverse cultural and regulatory environments to support partnership initiatives, stakeholder engagement, international visits, delegations and other strategic engagement activities. The position facilitates communication and collaboration across multiple stakeholders, provides advice and analysis, and translates strategic priorities into coordinated projects, effective processes, and timely outcomes in accordance with University policy, regulatory requirements, and institutional delegations.

The position contributes to governance, risk management, compliance monitoring and impact reporting across the University's global engagement portfolio. The role supports the collection, analysis and application of global engagement data and insights to inform decision-making and continuous improvement, strengthening the effectiveness of systems, processes and practices that support the University's global engagement objectives. The incumbent fosters productive working relationships, and exercises influence, initiative, and professional judgement within approved policies, delegations and decision-making frameworks and with regard to appropriate escalation and governance mechanisms.



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.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.



KEY POSITION RESPONSIBILITIES

The Coordinator, Global Engagement and Governance, works collaborative across colleges, portfolios and internal and external stakeholders, and is accountable for:

1. Coordinating priority global strategic partnership initiatives across opportunity assessment, development, implementation and review within established project management frameworks, in collaboration with the Director, International Partnerships.
2. Leading assigned cross-functional initiatives, managing dependencies, consultation, risks, actions and reporting.
3. Embedding operational compliance in global engagement activity by coordinating due diligence, approvals, obligation tracking, records, assurance checks and evidence of compliance with policies, procedures, delegations and regulatory requirements.
4. Developing and maintaining governance resources, including procedures, templates, guidance, registers, terms of reference, decision records, review schedules and reporting arrangements.
5. Preparing research, partner and market analyses, and documentation to support evidence-informed decisions and integrated opportunities across education, mobility, research, industry and government engagement.
6. Contributing to inbound and outbound delegations and visits by coordinating programs, stakeholder engagement, briefings, protocol requirements, outcomes and follow-up actions.
7. Improving the quality and use of partnership and global engagement data through accurate records, validated inputs, portfolio reporting, performance monitoring and concise insights for planning and review.
8. Undertaking any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

The successful candidate will demonstrate:

- A relevant degree with substantial subsequent relevant experience, or an equivalent combination of relevant experience, education and training.
- Demonstrated general to broad understanding of international education and global engagement, including partnerships, student pathways and mobility, transnational education, research collaboration and government engagement.
- Proven ability to coordinate activities involving multiple stakeholders and achieve outcomes through collaboration, consultation and relationship management.
- Demonstrated significant to high-level ability to interpret and apply policies, procedures, regulatory requirements and governance frameworks within the applicable remit, and to coordinate operational compliance, due diligence and approvals.
- Highly developed communication, interpersonal and negotiation skills, including the ability to influence outcomes and work effectively across organisational and cultural boundaries with tight deadlines.
- Demonstrated ability to deliver competing priorities, and handle sensitive matters with initiative, attention to detail, resilience and appropriate escalation.
- Demonstrated commitment to service excellence, continuous improvement and the achievement of strategic objectives and a collaborative team culture.
- Demonstrated digital and data capability, including maintaining reliable records, using reporting tools, generating insights and supporting team capability.

