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POSITION DESCRIPTION

Director External Engagement and Partnerships

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Societal Impact Engagement and Equity

Professional TFR

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW's efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW's reputation as a key contributor to society through its research, teaching, and community engagement.

As Director, External Engagement and Partnerships, you will oversee and lead the Faculty and SIEE External Engagement teams and contribute to the development and delivery of the new UNSW Partnership framework.

This role reports to the Executive Director, Partnerships and Engagement and works closely with the Director of Strategic Events. Each of the Faculty and SIEE External Engagement Managers reports to this position. The Senior Precinct Communications Officer role also reports to this role.

Accountabilities

Specific accountabilities for this role include:

- Oversee and lead the Faculty and SIEE External Engagement teams to ensure a coordinated and successful approach across areas of Events, Communications, , Partnerships and Alumni Engagement to meet the needs of Faculties or Division.
- Manage Faculty External Engagement managers to ensure strategies and initiatives align with UNSW strategic objectives and Societal Impact Framework.
- Work with the Executive Director, Partnerships and Engagement to develop a new University-wide Partnerships Engagement framework to leverage and grow existing partnerships and implement progress and success metrics.
- Work with the Partnerships and Engagement Leadership team to cultivate and maintain strong relationships with existing partners and community.
- Work closely with colleagues within each centre of excellence within the Division of Societal Impact, Equity and Engagement, with a view to leverage resources and align with current and future activities relating to the Divisional strategy.
- Bring together External Engagement teams and professionals across UNSW and work with this group to identify and resolve strategic issues, develop annual priorities and an operational plan to guide the work of the local External Engagement team. Report on the progress to leadership and escalate issues appropriately.
- Ensure Health Precinct Engagement and Communication strategies are included as part of the partnership framework.
- Support the External Engagement team and identify critical ways in which the Faculties/Divisions can gain efficiencies through the adoption of new business processes.
- Ensure the team maintains contemporary best practice by participating in the various external engagement 'communities of practice', established to share ideas and to provide continuing professional development opportunities.
- Ensure the External Engagement and Partnership plans are consistent with strategies and practices agreed by the Senior Leadership Team and the University's branding policy.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- A relevant tertiary degree with extensive experience or an equivalent level of knowledge gained through a combination of education, training and/or experience in a relevant discipline.
- Demonstrated capacity to develop and execute external engagement plans, to meet the priorities identified by the organisation.
- Proven experience and evidence of successfully improving an organisation's profile via external engagement activities.
- Advanced experience in cultivating and maintaining strong relationships with partners.
- Ability to work in a highly adaptable and consultative manner, working in a highly collaborative way to deliver best outcomes for the client/stakeholder.
- Strong written and verbal communication skills and an ability to produce effective briefings with the ability to design effective and engaging presentations via all communication forums.
- Demonstrated operational experience managing and allocating complex and extensive resources, including staff and operating budget.
- Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others.

- Effective and successful reputation and approach at senior management and executive level, and ability to influence and negotiate with stakeholders to ensure successful outcomes.
- Proven track record in managing large programs and assessing strategic options and pathways.
- Excellent analytical, organisational and decision-making skills
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications