

Director, External Engagement

Community and Global Engagement Portfolio

Albury - Wodonga/Wagga Wagga (full-time)
Bathurst/Orange (full-time)
Port Macquarie (full-time)
Dubbo (part-time)

Classification	Senior Manager Level 5
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35 hours full-time, 17.5 hours part-time
Special Conditions	Occasional after office hours work required (special events, public lectures, functions and graduations)
Nature of Employment	Fixed term – 3 years
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	November 2018

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

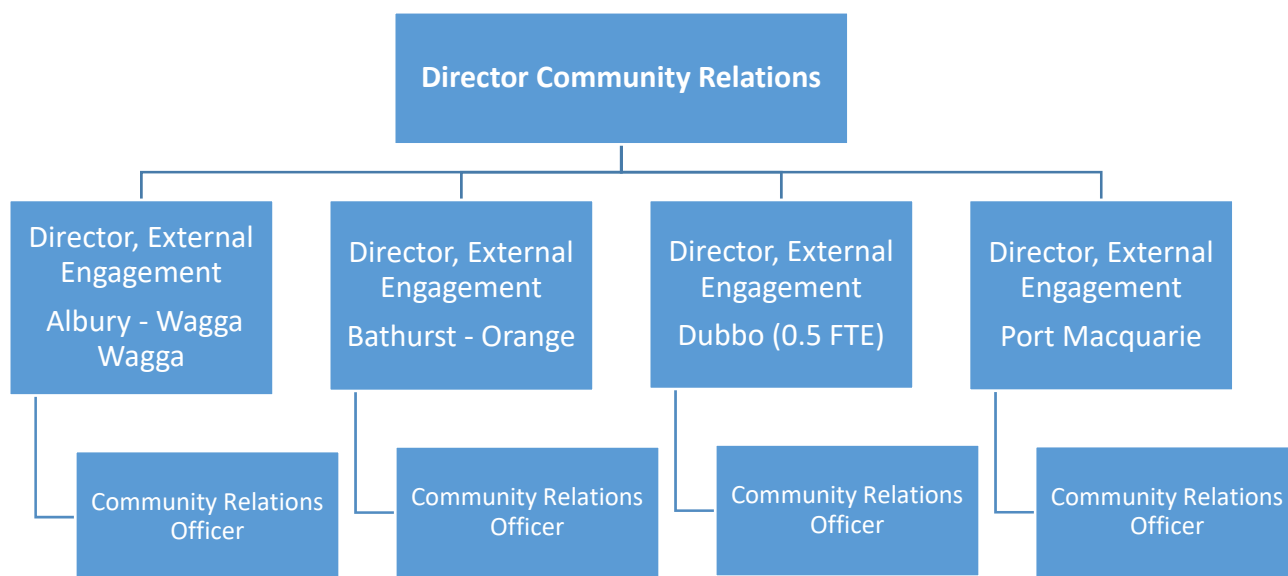
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

The Community Engagement portfolio

Charles Sturt University has a critical role in building strong, vibrant regional communities with intellectual capital, social capital and infrastructure. Community Engagement is one of the three pillars of the University Strategy which aims to achieve recognition of the University as an anchor institution in its communities and as an agent of change through impactful, solution driven research. The strategy also focuses on creating social and economic value from our campus network, from Port Macquarie in the east to Albury in the west.

The University is a community minded organisation with strong links to industry, government and other educational organisations. CSU courses are developed in collaboration with industry representatives to ensure the skills our graduates acquire meet industry needs. The Community Grants program supports the development of our regions through contributions to cultural, economic, sporting and related activities and build higher education aspiration and awareness particularly among young people in rural and regional communities. The Explorations Series aims to engage our rural and regional communities in discussions about major issues facing our regions, the nation and the world.

Organisational Chart – Community Relations portfolio



Reporting Relationships

This position reports to: Director, Community Relations

This position supervises: Community Relations Officer

Key Working Relationships

- Other Directors, External Engagement
- Strategic Advisor – Regional development
- Senior Executive Staff of the University
- Director, Advancement

Position Overview

The Director, External Engagement, is responsible for building, maintaining and growing strong relationships between the university and its various community sectors. The Director, External Engagement, also plays a key role in representing and advocating for the University in the region and ensuring that CSU achieves its public good mission.

The position requires a leader who is passionate about the transformative role of higher education and research in the development of our regions, and enthusiastic about driving the University to engage effectively with its broad regional communities, industries and government to achieve mutually beneficial outcomes.

The role may require attendance from time to time at after-hours functions and some travel. Administrative, project and event management support to the Director is provided by the Community Relations Officer.

The position of Director, External Engagement, reports to the Director, Community Relations.

Principal Responsibilities

The Director, External Engagement, is responsible for advancing the university's engagement with its communities by building mutually beneficial relationships and outcomes that support the University's and the region's strategic objectives:

1. act as the University's key relationship coordinator in the region with local government, local members of parliament, industry and other community groups as required, consistent with the University's strategic plans;
2. act as a contact point for the University and actively promote courses, research, and University services (e.g., consultancies, training) as well as University scholarships and giving programs within the region
3. act as the University spokesperson on regional and campus related issues, including preparing media releases, speeches and opinion pieces in collaboration with the Media team;
4. Identify and drive strategic projects with external partners in line with university strategic direction
5. organise, host and/or attend functions and events that support regional engagement and/or campus life for example: host the local Regional Consultative Committee dinners, the Exploration Series, Orientation Week, Graduation ceremonies, Alumni Reunions and gatherings, Open Days, Scholarship and Donor events, and student club and society events, including encouraging other appropriate staff to participate in engagement activities;
6. Build and implement a community engagement plan for the Campus actively liaising with the relevant CSU areas
7. keep abreast of University's activities and actively liaise with the other Directors, External Engagement, to ensure consistency of approach;
8. participate as a member of the Campus Critical Response Group and Campus Environment Committee; and
9. other functions as directed consistent with the above.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

1. Demonstrated ability to provide effective strategic leadership, including building capability, in a significant policy, professional, academic and / or other relevant setting
2. Demonstrated achievements in identifying, building and sustaining strong partnerships, networks and relationships with key external stakeholders (government, industry, community) to achieve organisational objectives;
3. Knowledge of the current economic, social and political challenges and opportunities for productive engagement for regional education and research
4. Expertise in facilitating the engagement of academics with local and regional communities;
5. Excellent interpersonal skills and demonstrated ability to work collegially and collaboratively in a large and complex setting with an outcomes orientated focus.
6. Strong planning and organizational skills and ability to manage tight schedules.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)