

Position Description – *Community Engagement and Growth Officer*

Updated 03/10/2024

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact – Entrepreneurial Development & Growth
Supervisor (Title)	Team Leader: Community Engagement and Growth
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under the general direction of the Team Leader: Community Engagement and Growth, this role provides support in fostering and enhancing engagement with internal and external stakeholders to build a vibrant community and contribute to the growth of enterprising activities aligned with the Entrepreneurial Development and Growth team's vision, as part of Flinders University's Curriculum Impact strategy.</p> <p>This position is responsible for assisting with community-building initiatives, supporting the coordination of engagement activities, and facilitating the development of collaboration opportunities within the state entrepreneurial ecosystem. The incumbent will help connect stakeholders, such as students, staff, mentors, and external partners, to create a thriving and supportive network that promotes an innovative and entrepreneurial mindset. The Officer will also contribute positively to an inclusive and innovative team culture, supporting continuous improvement within the Curriculum Impact portfolio and working collaboratively to achieve strategic goals.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Community Engagement and Growth Officer is accountable for:

1. Supporting the coordination and delivery of community engagement initiatives by assisting in the planning and execution of events, workshops, and activities that align with the intent of the Entrepreneurial Development and Growth team.
2. Building and maintaining relationships with internal and external stakeholders, including students, mentors, staff, and partners, to foster collaboration and increase and progress engagement.
3. Assisting in the development and growth of the mentor network, including identifying and connecting potential mentors with students and relevant entrepreneurial initiatives to enhance support within the ecosystem.
4. Developing and distributing promotional material for projects, events, and programs by coordinating communication, registrations, resources, and feedback collection to ensure smooth delivery and continuous improvement.
5. Promoting and raising the visibility of the group's opportunities and initiatives by assisting with communication strategies such as social media, newsletters, and outreach activities to raise the profile of the Entrepreneurial Development and Growth team within the university and broader community.
6. Collaborating with the Team Leader and other senior staff to implement new initiatives, helping to ensure they align with broader team objectives, and supporting continuous innovation in community engagement and growth.
7. Assisting with the evaluation of programs and initiatives by gathering and analysing feedback, coordinating participation, and preparing insightful reports that support improvements and enhance engagement outcomes, while informing decision-making and future planning.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree in a relevant area, or an equivalent combination of relevant experience and/or education and/or training.
- Effective to well-developed organisational and time management skills, with the ability to manage multiple competing priorities, meet deadlines, and provide timely support in activity logistics, stakeholder coordination, and administrative tasks.
- Demonstrated experience in supporting outreach and engagement efforts through the creation and distribution of promotional materials, including social media, newsletters, and other activities to build community and effectively raise the profile of programs and initiatives.
- Proven ability to assist in the evaluation and improvement of engagement programs by gathering feedback, tracking participation, and providing insights to enhance the impact and effectiveness of initiatives within a dynamic environment.
- Effective to well-developed written and verbal communication skills with experience in preparing reports, presenting information, and engaging with stakeholders through various channels to ensure clear and effective communication across diverse audiences.
- Demonstrated experience in operating in a professional and/or student stakeholder engagement environment with a wide range of internal and external stakeholders at all levels and from diverse cultural backgrounds (*desirable*).
- Interest in creative and innovative thinking, with a curiosity about future trends and emerging industries (*desirable*).