

<b>Position Title</b>	International Relations Officer
<b>Group/Portfolio</b>	Griffith International
<b>Classification</b>	HEW 5
<b>Position Number</b>	00050304
<b>Reports To</b>	Coordinator, Agreements and Delegations
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The position provides assistance with the management of the University's international partnerships, in particular developing institutional agreements and hosting of international delegations, in conjunction and liaison with the Coordinator, Agreements and Delegations.

The position is responsible for arranging international delegation visits across all five campuses of Griffith University, including virtual visits and strategic agent engagement events (onshore and offshore). In addition, this position contributes to writing and overseeing the development of various strategic communications, including high-level briefing documents, that profile the University's academic and research strengths internationally.

The position also provides assistance with the development and facilitation of international partnership agreements with institutions, government bodies and organisations around the world, along with responsibility for maintaining the unit's partnerships and visits database, ensuring its accuracy.

## 2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications.

## 3.0 Key Responsibilities

- Liaise with academic staff to provide advice and guidance on the correct University processes for international partnership agreement requests, ensuring all approvals are obtained as per the University's approval processes and in preparation for signing by the Vice President (Global).
- Prepare and draft agreements for the University's international partnerships, ensuring compliance with the University's policies and appropriate external regulatory frameworks.
- Prepare visit itineraries, run sheets and briefing documents to ensure a high level of service is provided to those hosting international partners, and those visiting.
- Develop and maintain positive relationships with internal and external stakeholders.

- Update and maintain the University's international partnerships database, ensuring the data is up-to-date and accurate at all times.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health and safety, and exhibit good practice.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.
- To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#)