

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Executive, Engagement and Relations
Position Grade	E2 – Executive
Category	Executive
Campus/Unit	Sarawak Campus – Communications and Relations
Term of Appointment	Fixed-term Appointment
Effective Date	February 2026

Position Purpose

The Executive, Engagements and Relations supports Swinburne University of Technology Sarawak Campus in achieving its strategic objectives by planning, coordinating, and delivering engagement and relationship management initiatives across government, community, industry, alumni, and other key stakeholders. The role provides operational, administrative, and coordination support to the Assistant Manager, assisting in the execution and follow-up of approved programmes and initiatives. It also facilitates a variety of stakeholder activities, including meetings, visits, forums, networking sessions, and collaborative projects, ensuring seamless logistics, scheduling, and on-the-ground delivery.

In addition, the position serves as a central point for day-to-day communications, record-keeping, and follow-ups with external partners, ensuring continuity, timely progress, and accurate documentation of agreed actions. By supporting effective internal coordination, maintaining precise engagement records, and enabling consistent and professional interactions with stakeholders, the role strengthens the University's engagement and relationship management functions.

Ultimately, this position contributes to the development of sustainable partnerships, enhances institutional visibility and influence, and supports the broader engagement agenda of Swinburne Sarawak, ensuring that all initiatives align with the University's priorities and strategic objectives.

Participation on Committees

The position will be required to participate in relevant committees as needed for the efficient performance of duties as directed by the Assistant Manager, Government and Community Engagement; or Assistant Manager, Alumni and Industry Engagement; or Director, Communications and Relations; or the Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Assistant Manager, Government and Community Engagement; or Assistant Manager, Alumni and Industry Engagement; or any other person as assigned by an authorised personnel
Other positions reporting to this position	Officer(s) where assigned

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas are the major outputs for which the position is responsible and are not a comprehensive statement of the position's activities.

KEY RESPONSIBILITY AREAS		
1.	ENGAGEMENT SUPPORT AND COORDINATION	- Provide operational and administrative support for the implementation of approved initiatives across government, community, industry, alumni, and other stakeholders. - Assist the Assistant Manager in coordinating activities, compiling partner profiles, and preparing background information to support engagement discussions and follow-ups. - Contribute to engagement activities by supporting execution, scheduling, documentation, and follow-up, in line with agreed objectives.
2.	PROGRAMS AND ACTIVITY IMPLEMENTATION	- Support the planning, coordination, and implementation of engagement programs and activities. - Provide operational support as required to ensure effective delivery of engagement activities, including logistics, scheduling and resource management and etc.
3.	RELATIONSHIP MANAGEMENT	EXTERNAL - Coordinate day-to-day communications and follow-ups with external stakeholders. - Maintain accurate engagement records to support continuity and tracking of actions. - Assist with routine enquiries and escalate complex matters as required. - Support post-engagement follow-ups and monitoring of agreed outcomes. INTERNAL - Work collaboratively with faculties, schools, professional units to support the delivery of engagement activities. - Facilitate timely and accurate information flow among internal stakeholders in accordance with established communication protocols and workflows.
4.	REPORTING AND ANALYSIS	- Keep up-to-date records, databases, reports and engagement plans. - Collecting and analysing data to evaluate the effectiveness of engagement plans. - Prepare internal reports on initiatives, and impact on strategic direction, using data insights to inform future recommendations.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: - Execute OHS requirements in respective work areas; - Maintain cleanliness, good housekeeping and overall safe work environment; and - Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
6.	SWINBURNE VALUES AND CULTURE	- Commit to the Swinburne Values. - Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	OTHER DUTIES	Any other duties as required by the Assistant Manager, Government and Community Engagement; or Assistant Manager, Alumni and Industry Engagement; or Director, Communications and Relations; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree from a recognised institution. Master's degree holder can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	A minimum of three (3) years of relevant working experience.	Essential
2.	A high level of business acumen.	Essential
3.	Ability to lead, manage and motivate a team.	Essential
4.	Excellent communication and negotiation skills.	Essential
5.	An excellent command of written and spoken English/Bahasa Malaysia.	Essential
6.	Proven ability to manage stakeholders from a wide range of backgrounds and cultural expectations.	Highly Desirable
7.	Broad knowledge of Malaysian educational systems and frameworks, and government policies in relation to all area related to higher educations, community and industry engagements.	Highly Desirable
8.	Demonstrated ability to work in a consultative and team environment.	Highly Desirable
9.	Proven ability to manage stakeholders from a wide range of backgrounds and cultural expectations.	Highly Desirable