

Position Description – *Campus and Space Planner*

Updated 27/08/2026

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Strategic Planning Lead
Classification	Higher Education Officer level 6
Employment Type	Continuing (Full-time)

POSITION SUMMARY
Under general to broad supervision the Campus and Space Planner will report to the Strategic Planning Lead and contribute to the University's Strategic Planning activities within the Property, Facilities and Development Unit (PFD). This position is primarily responsible for supporting the Strategic Planning team by contributing to large projects and leading smaller projects across a range of areas, including campus urban planning, transport, retail, placemaking, and internal space planning.

UNIVERSITY EXPECTATIONS AND VALUES
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: - demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence - demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. - 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. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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KEY POSITION RESPONSIBILITIES

The Campus and Space Planner is responsible for:

1. Undertaking background investigations, evaluations, and reporting to support the Strategic Planning team.
2. Assisting in the development of campus planning documents and proposals to support the effective management and communication of campus plans.
3. Supporting the Strategic Space Planners with space reviews, audits and gap analysis.
4. Providing responsive, consistent and customer-focused services in relation to strategic and operational planning matters.
5. Ensuring projects align with key plans and guidelines governing the development of space and infrastructure, including Campus Master Plans and Space Management Guidelines.
6. Supporting the delivering and implementation of Campus Wayfinding Strategy, including signage guideline implementation.
7. Reviewing proposals, drawings and schedules for accuracy and to ensure that they are in line with appropriate University standards and guidelines.
8. Collaborating effectively with PFD team members to maintain accurate and up-to-date planning data, ensuring consistency and reliability across systems.
9. Creating, publishing, storing and archiving records in the University's Document Management System, SharePoint, for use across the University.
10. 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 relevant tertiary qualification (in urban planning, architecture / interior architecture, urban design, data analytics) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and/or training
- Proven experience engaging stakeholders at many levels of an organisation to accurately interpret and deliver on their requirements.
- Strong organisational and multitasking skills, with a proven ability to maintain accuracy and attention to detail.
- Well-developed interpersonal skills including written communication, with the ability to work effectively with stakeholders at multiple levels.
- Ability to work independently and collaboratively, demonstrating flexibility and reliability in changing environments.
- Proven capability in applying quality control and data validation techniques to ensure the accuracy and integrity of spatial information.
- Experience working in a development assessment and/or architectural drafting environment, with additional customer service experience (desirable).
- An understanding of Power BI, ESRI ArcGIS, Microsoft 365 suite of products, or equivalent, or willingness to learn (desirable).

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