

Position Description – Student Conduct Investigator

Updated 14/08/2026

POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Academic Quality and Enhancement
Supervisor (Title)	Senior Manager, Student Policy and Integrity Services
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY

Working under broad direction, the Student Conduct Investigator is responsible for providing expert advice and leadership in the administration of the University's student misconduct framework and associated case management functions, ensuring processes are fair, trauma-informed, person-centred, procedurally robust, and compliant with the University's statutes, policies, procedures and legislative obligations.

The Student Conduct Investigator will manage the assessment, investigation and resolution of complex student conduct cases, including cases involving behaviour misconduct, sexual misconduct, gender-based violence, harassment, discrimination and student safety.

The position works collaboratively with academic leaders, Student Life, Campus Security, Governance, Legal and Risk, and other stakeholders to promote a safe, respectful and inclusive learning environment, including providing advice on high-risk and sensitive matters.

The position is responsible for identifying trends in student conduct matters, driving continuous improvement initiatives and supporting the development of policies, preventative strategies and educational programs that enhance student success and uphold the University's standards of conduct and integrity.

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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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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.

In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

KEY POSITION RESPONSIBILITIES

The Student Conduct Investigator is accountable for:

1. Providing expert advice to academic leaders, staff, students, and service managers regarding the interpretation and application of the University's student misconduct policies and processes, including advice on high-risk and sensitive cases.
2. Managing a case load of high risk and complex student conduct matters, including the assessment, investigation and resolution of cases, and associated case documentation, correspondence and record management.
3. Supporting and advising decision-makers, investigators and case managers regarding the management of student misconduct cases to ensure the delivery of timely, consistent and high-quality processes that are trauma-informed, procedural fair and consistent with legislative obligations.
4. Delivering training to decision-makers and academic and professional staff on the University's student misconduct policies and processes.
5. Collaborating with academic leaders and student support services to develop and implement prevention strategies and educational programs that support increased awareness and adherence to the Student Code of Conduct.
6. Coordinating and supporting the review, development and implementation of student misconduct policies, procedures and guidelines, including identifying opportunities for process improvements.
7. Analysing trends, risks and emerging issues in student misconduct matters, and providing advice to senior leaders on preventative approaches and strategies.
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 relevant degree qualification in law, social sciences, education, public administration or a related discipline, with subsequent relevant experience; or an equivalent combination of experience and education.
- Demonstrated experience in delivering high-quality, trauma-informed and person-centred investigations or case management outcomes in a regulated environment.
- Proven ability to provide expert advice on policies, procedures, legislation, procedural fairness, and risk assessment to a wide range of stakeholders.
- Highly developed analytical and problem-solving skills, including the ability to exercise sound judgement in complex and sensitive situations.
- High-level written communication skills, including the ability to prepare investigation reports, communications, case summaries and policy documents.

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- High-level interpersonal skills, including the ability to manage difficult conversations, resolve conflict, deal tactfully with sensitive and confidential matters (including matters relating to gender-based violence), and consult effectively with a diverse range of stakeholders
- Completion of a qualification in investigation or dispute resolution or mediation. (Desirable)
- Experience administering student conduct or student complaints frameworks. (Desirable)



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