

Position Description – *Assistant Director, Flinders Ageing Alliance*

Updated 10/11/2025

POSITION DETAILS

College/Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Office of the Deputy Vice-Chancellor (Research)
Supervisor (Title)	Professor of Health Services and Epidemiology
Classification	Higher Education Officer Level 10
Employment Type	Fixed-term, Part-time

POSITION SUMMARY

The Assistant Director, Flinders Ageing Alliance, will provide leadership for the Flinders Ageing Alliance. The newly established Alliance is dedicated to support Flinders' exceptional health, aged, social, and palliative care researchers in collaboratively expanding its research programs and undertaking ambitious investigator, government, or other stakeholder-initiated research programs to address national gaps in our understanding of how to care for older people. The Alliance's focus is on research, advocacy, and capacity building for research, policy and other activities that focuses on improving older people's care and outcomes. The first 12 months of this role will be fundamental in the delivery of the established strategy for the Alliance.

The Assistant Director will report to the Professor of Health Services and Epidemiology and work closely with the leadership team of the Flinders Ageing Alliance. The Assistant Director will oversee strategic initiatives, business development, engagement with Alliance members and external stakeholders. The Assistant Director will deliver on the Alliance's goals of becoming a national leader and resource for high quality evidence that can inform both care and policy. This role will be primarily based onsite at the Flinders Health and Medical Research Building and South Australia Medical Research Institute (SAHMRI).

This role requires independent planning and prioritisation, with the incumbent implementing work plans and proposals aligned with broader Alliance goals. Performance is evaluated based on strategy achievement and established targets.

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

UNIVERSITY EXPECTATIONS AND VALUES

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Assistant Director. Flinders Ageing Alliance. is responsible for:

- Identifying opportunities by supporting Alliance members in undertaking ambitious investigator, government or other stakeholder-initiated research that addresses national gaps in our understanding of how to care for older people.
- Developing and implementing research strategies to establish the Alliance as a critical source for governments and other stakeholders for required research and development.
- Advocating for Alliance members and identifying opportunities for leveraging their expertise and research to inform national policy activities.
- Establishing, maintaining, and reporting on close industry, community, and government relationships to facilitate research translation.
- Developing and supporting the Alliance's collaborative infrastructure and effectively leverage these resources to support a wider range of national policy or activities that enhance the care of older people.
- Driving support activities that can employ/adapt specific Alliance members expertise to support larger national activities.
- Being the initial point of contact for the Alliance, engage, establish and maintain relationships with Alliance members and external stakeholders.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel may be required.
- Undertake any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience or an equivalent combination of extensive relevant experience and education/training.
- Demonstrated evidence of establishing or managing a Research Institute, Research Centre or Large Research Group.
- Excellent relationship management skills including high level oral, written and interpersonal skills with demonstrated ability to effectively communicate and productively engage with internal and external stakeholders.
- Proven understanding of research activities including the development and management of research partnerships, research projects, research teams, resources, and research budgets.
- Proven ability to collaborate effectively with senior executives, sharing responsibilities and contributing to organisational success.
- Proven experience driving system and process improvements, collaborating effectively with external partners to achieve optimal business results.

- Demonstrated high level written and oral communication skills, including the ability to write reports and discussion/briefing papers on complex and sensitive issues for a range of audiences.
- Demonstrated ability to use independent judgement and initiative, under minimal supervision, to manage, organise and coordinate activities for which the Assistant Director is responsible.
- Demonstrated high level leadership and management skills, including the ability to lead, develop and support others in a demanding and changing research environment.
- Knowledge of the intellectual property and the commercialisation process in relation to a research environment.