

Position Description – Deputy Director of Operations (Rural and Remote Health)

Updated 04/04/2023

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Rural and Remote Health
Supervisor (Title)	Director of Operations Remote and Rural Health
Classification	Higher Education Officer level 10
Employment Type	Fixed Term, Full time until 31 December 2024

POSITION SUMMARY
<p>Generally unguided the Deputy Director of Operations, Rural and Remote Health will lead the provision of professional support services to the Flinders Rural and Remote team in South Australia and the Northern Territory. In addition, the Deputy Director of Operations will develop and maintain working relationships with a variety of external stakeholders, contribute as part of the Flinders Rural and Remote Health Leadership Team, and ensure the University meets its management and reporting responsibilities.</p> <p>The Deputy Director of Operations, Rural and Remote Health is expected to have a sound understanding of the rural and remote health context including Aboriginal and Torres Strait Islander health and education, and the challenges faced in managing geographically distributed teams and living, working and delivering services outside of metropolitan centres.</p> <p>This position is located at one of the Flinders University Rural and Remote Health Campuses in the Northern Territory (NT) or South Australia (SA).</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centered; • 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.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position

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).

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Deputy Director of Operations, Rural and Remote Health will be accountable for:

1. Providing management, direction and professional mentorship to the diverse professional services team including Finance, Information Technology, Program Management and Facilities, to successfully deliver project milestone and key performance indicators.
2. Providing leadership and contribution to the ongoing business planning, development and strategic direction of the discipline and College through the provision of senior management support to the Rural and Remote Health leadership team.
3. Ensuring high quality, innovative service experiences for students, professional and academic staff and seamless, client-focused, efficient and effective support services relevant and responsive to services delivery in the rural or remote environment.
4. Collaborating with industry partners and university research technical and support staff for effective planning and execution of project tasks.
5. Development, implementation and monitoring of university policies and procedures applicable to the rural and remote context.
6. Foster strategic local, collaboration for operations across SA and NT footprint and networks with a range of stakeholders including industry, government and external organisations to improve project output.
7. Providing strategic advice on matters relating to external funding agreements and on-going contractual obligations, including annual reports.
8. Ensuring timely, clear and accurate reporting within scope of activities across all Flinders University Rural and Remote Health SA & NT programs.
9. Co-developing budgets with budget holders and supporting and monitoring their on-the-ground implementation including providing reports for annual budgetary, operational and business planning activities for Rural and Remote Health.
10. Working with College, Portfolio and RRH staff to develop, review and document systems, procedures and practices to ensure continuous improvement, and identify and mitigate the risks to the organisation, including but not limited to liability, reputation, and University policy compliance.

11. Ensuring WHS procedures and safe working procedures and risk assessments are regularly reviewed and updated. And that appropriate inductions, training and personal protective equipment is provided for anyone using equipment.
12. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Degree qualifications in a relevant discipline and extensive relevant experience, and/or proven expertise in the management of significant human, financial and physical resources.
- Commitment to the University's social accountability mandate, and to the principles of affirmative action for Aboriginal and Torres Strait Islander staff and students.
- Advanced analytical skills and experience solving complex problems requiring operational oversight, timely responses, and independent judgement.
- Demonstrated budget and financial management experience and expertise, including bringing projects in within budget through the application of financial management systems, analysis and reporting of financial data.
- Demonstrated advanced ability to provide effective leadership and management of staff, including setting team direction and guiding and influencing organisational culture, managing and recognising staff performance and resolving grievances/ conflict.
- Demonstrated ability to provide management support and advice, and to undertake change management and quality improvement processes.
- Demonstrated high level writing skills, with the ability to compile, analyse and present a range of complex data in reports and funding submissions.
- High level interpersonal, communication skills, including the ability to develop effective, stakeholder relationships with strategic partners, to influence decision making and high level of initiative, with the capacity to manage complex and sensitive negotiations.
- In depth understanding of the issues associated with education and health services in rural/remote environments including issues impacting Aboriginal and Torres Strait Islanders

Desirable

- Extensive knowledge and/or understanding of the contemporary issues affecting the higher education sector, particularly health professional education, and health policies.