

Position Description – Project Co-ordinator in Aboriginal and Torres Strait Islander Public Health Research

Updated 16 April 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Aboriginal and Torres Strait Islander Public Health Research Team
Supervisor (Title)	Senior Research Fellow, Aboriginal and Torres Strait Islander Public Health Research Team
Classification	Higher Education Officer level 6
Employment Type	Fixed-term, part-time (0.6-1.0FTE)

POSITION SUMMARY
<p>The Project Coordinator will undertake research support in Aboriginal and Torres Strait Islander Public Health under general to broad direction of the Chief Investigators. In working with the Aboriginal and Torres Strait Islander Public Health Research Team, the position will contribute to project coordination and implementation, stakeholder engagement, the collection of data and the dissemination of findings.</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 Centred; contribute to the efficient and effective functioning of the team or work unit in order 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. <p><i>Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.</i></p> <p><i>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</i></p> <p><i>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).</i></p>

KEY POSITION RESPONSIBILITIES

The Project Co-ordinator in Aboriginal and Torres Strait Islander Public Health Research is accountable for:

- Demonstrated ability to successfully deliver project milestones and Key Performance Indicators.
- Managing calendars and event scheduling, taking meeting notes and actions, and making bookings including venue hire and catering.
- Demonstrated experience in stakeholder engagement, recruitment and communication with research participants.
- Contributing to confidential and ethical data management for the project.
- Assisting the Project Research Team with the preparation and submission of ethics applications (including AHREC and SA Health sites).
- Establishing and maintaining collaborations within the University, and at State, national and international levels to improve research outputs, patents and publications.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
- 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 degree with subsequent relevant experience; or or extensive experience and/or specialist expertise or broad knowledge in public health; or an equivalent combination of experience and/or education and/or training in public health or a related field.
- Demonstrated ability to deliver project targets on time.
- Demonstrated significant experience in providing project co-ordination to support research activities in an academic environment.
- Demonstrated significant ability to work effectively, be pro-active in solving problems and in supporting co-workers in a team environment.
- Demonstrated well-developed ability to communicate effectively, in writing and orally, with a wide range of stakeholders.
- Demonstrated well-developed experience handling confidential information ethically, securely and professionally, including research results, and communications with internal and external stakeholders.
- Experience using Flinders University's systems (eg Microsoft Office Suite, NuTrip, Workday, Research Now) to support work activities.
- Experience disseminating project results and activities via academic and non-academic outputs.
- Experience working with Aboriginal and Torres Strait Islander communities or other marginalised communities.