Position Description – *Project Officer, Regional Training Hub NT*

Updated 28 October 2026

POSITION DETAILS	
College/Portfolio	**College of Medicine and Public Health**
Organisational Unit	**Discipline of Rural and Remote Health**
Supervisor (Title)	**Program Manager, Regional Training Hub NT**
Classification	**Higher Education Officer Level 6**
Employment Type	**Fixed term, Part-time**

POSITION SUMMARY

The Project Officer position sits within the Flinders Rural and Remote Health NT Regional Training Hub (FRRHNT RTH) team and operates with a reasonable degree of autonomy under broad direction from the supervisor. Working closely with senior academics and key stakeholders, the role is responsible for coordinating and delivering a range of activities, projects, and events across the Northern Territory.

The incumbent will provide project, event, administrative, and operational coordination to ensure the successful planning, delivery, and evaluation of programs and initiatives. This includes coordinating project activities, managing event logistics, engaging with stakeholders, monitoring progress against deliverables, and contributing to reporting and evaluation requirements.

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
- 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 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.

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-

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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.

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.

Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health Policy.

KEY POSITION RESPONSIBILITIES

The Project Officer is responsible for:

1. Effectively coordinating and managing in collaboration with the FRRHNT RTH team the life cycle of identified projects which contributes to the achievement of the Rural Health Multidisciplinary Training (RHMT) Program objectives and funding requirements.

2. Providing timely and effective coordination of project planning activities by:
   - Developing and maintaining project plans, briefs, timelines, and budget requirements.
   - Communicating and collaborating with key stakeholders including the formation of working groups/ committees.
   - Sourcing, analysing, and presenting data to inform decision-making and identify emerging issues, opportunities, and risks.
   - Monitoring and reporting on project progress against established milestones and deliverables.

3. Coordinating the implementation and delivery of projects, activities, and events by:
   - Monitoring project progress, budgets, and resource allocation.
   - Providing regular progress and budget reports to the Program Manager.
   - Identifying, managing, and escalating project risks, issues, and conflicts as required.
   - Coordinating logistical and operational requirements associated with project activities, events, workshops, and stakeholder engagement initiatives.

4. Supporting the monitoring, review, and evaluation of projects and activities by:
   - Developing and implementing processes to measure project outcomes and impact. Collecting, analysing, and reporting evaluation data.
   - Providing regular evaluation and performance reports for the Program Manager and other stakeholders.

5. Providing support and advice to the Program Manager, including:
   - Contributing to FRRHNT RTH strategic planning activities.
   - Preparing project documentation and reports to meet organisational, contractual, and funding requirements.
   - Contributing to the evaluation and demonstration of FRRHNT RTH outcomes and impact.
   - Liaising with, representing and promoting FRRHNT RTH project initiatives to stakeholders and Regional Training Hubs nationally.

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6. Other Duties:
   - Travel, both regionally within NT and interstate, may be required.
   - Some out of hour's work, including evenings and weekends, 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 relevant degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated well-developed experience in strategic and business project planning throughout the project life cycle including initiation, planning, execution and implementation, evaluation and close out.
- Demonstrated well-developed analytical and writing skills, with the ability to interpret and apply policy and procedure, generate executive reports, manage program budgets and relevant financial administration.
- Well-developed oral interpersonal communication skills with the ability to liaise with a wide variety of internal and external stakeholders and work positively as part of a team.
- Demonstrated ability to take initiative, exercise judgment and work collaboratively with stakeholders and colleagues.
- Demonstrated well-developed organisational skills including the ability to multitask, establish priorities and meet deadlines.
- Demonstrated relevant knowledge and management experience within a rural or remote University environment (desirable).
- Demonstrated knowledge, experience and an understanding of medical workforce maldistribution and specialist and generalist medical training programs and pathways (desirable).
- Proven postgraduate qualifications relevant to the role (desirable).

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