Position Description – *Project Officer*

Updated October 2026

POSITION DETAILS	
College/Portfolio	**College of Science and Engineering**
Organisational Unit	**Operations Team**
Supervisor (Title)	**Executive Officer**
Classification	**Higher Education Officer Level 6**
Employment Type	**Continuing, full time**

POSITION SUMMARY

This position coordinates and supports the delivery of strategic projects that advance the College of Science and Engineering's priorities within the Education Portfolio. The role provides project coordination, research, analysis, stakeholder engagement and implementation support across a range of education initiatives, including educational quality and innovation, new educational offerings, industry-engaged education and professional accreditation.

Under general to broad direction, the incumbent will develop and manage project and work plans, coordinate stakeholders and activities, monitor progress and risks, prepare project documentation and reports, and support the implementation and evaluation of agreed initiatives. The role also organises College events and functions.

The incumbent is expected to operate within a framework of broad operational policies and/or external requirements. As the position operates within a pooled team that collectively supports the College leadership team, the incumbent is expected to provide general support during absences of other team members.

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.

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.

KEY POSITION RESPONSIBILITIES

The Project Officer will:

1. Coordinate the planning, implementation, monitoring and evaluation of assigned strategic projects within the Education Portfolio, working with project sponsors and relevant stakeholders to achieve agreed objectives, milestones and deliverables.
2. Develop and maintain project and work plans, including timelines, milestones, actions, dependencies, risks and reporting arrangements, and proactively follow up activities required to maintain project progress.
3. Undertake research and assist with data collection and analysis across a broad range of issues to support decision-making and planning processes.
4. Organise events, conferences and functions on behalf of the College, including student recruitment and industry-related events, and coordinate travel, accommodation and logistics for students, staff and external stakeholders as required.
5. Coordinate administrative and operational support for education initiatives and qualifications, such as short courses, degree apprenticeships and micro-credentials.
6. Coordinate and support College professional accreditation activities by developing and monitoring timelines, preparing and quality-checking documentation, liaising with internal and external stakeholders, supporting approval and submission processes, maintaining accurate accreditation records, and assisting with site visits and related logistics in collaboration with the Dean (Education), Academic Quality and Enhancement, and accrediting bodies.
7. Provide a range of administrative and project governance services to support the delivery of projects.
8. Identify and contribute to continuous improvements in systems, processes and service delivery, and collaborate effectively with colleagues to contribute to a positive workplace culture.
9. Undertake any other responsibilities in line with the level of the role as assigned by the supervisor and/or the University.

Occasional work outside normal business hours (including weekends) and interstate travel may be required.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated experience in coordinating projects or significant initiatives within a complex organisation, including developing work plans, coordinating activities and stakeholders, monitoring timelines and deliverables, and reporting on progress.
- Strong organisational, project coordination and problem-solving skills, with proven ability to think critically, prioritise tasks, manage competing demands and meet deadlines under general to broad direction.



- Proven ability to work autonomously, under general to broad direction, with a high level of discretion and professionalism.
- Demonstrated research and analytical capability, including the ability to gather, interpret and synthesise information from multiple sources and present findings, options and proposed improvements clearly.
- Well-developed written communication skills with the capacity to prepare correspondence, agendas, minutes, briefs and other documents and respond to enquiries autonomously.
- Demonstrated ability to exercise sound judgement and initiative, maintain confidentiality and apply attention to detail when handling sensitive information and supporting College activities.
- Demonstrated commitment to high-quality outcomes, including the ability to relate tasks to the wider context.
- Demonstrated experience in organising and administering events or functions.
- Proven ability to support a positive experience for stakeholders, such as students and industry partners, and deliver high-quality customer service through effective and efficient processes.

