

Position Description – Administration Assistant (CareSearch Group)

Updated 07 August 2026

POSITION DETAILS

College/Portfolio	College of Health and Enablement
Organisational Unit	CareSearch Group
Supervisor (Title)	Project Manager (CareSearch Group)
Classification	Higher Education Officer Level 4
Employment Type	Fixed Term, Full-Time

POSITION SUMMARY

Flinders University is known for its teaching and research in palliative and end-of-life care and has a rich research program relating to ageing, caring, dying and grieving. CareSearch including palliAGED (CSpA) is a nationally recognised knowledge resource for those needing palliative care and for those providing palliative care CSpA also supports other websites as part of the CareSearch Partner Projects (CSPP). CSpA and CSPP form the CareSearch Group.

Under routine to general direction of the CareSearch Group Project Manager, the Administrative Assistant will be responsible for providing day-to-day administrative support to the CSpA and CSPP projects. The position manages well-documented administrative functions and processes including organising meetings, workshops, travel arrangements, invoicing, reporting and project documentation.

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 and 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 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

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- 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.

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 Administrative Assistant (CareSearch Group) is accountable for:

- Providing day to day organisational and administrative support to the CSpA and CSPP leads.
- Maintain program databases, manage documentation and contribute to the development of promotional and operational resources.
- Processing and reconciling accounts for payment for the CSpA and CSPP projects in accordance with established Flinders University procedures.
- Assist with the conduct of project meetings including booking rooms, calendar management, project mailbox management, facility hire, travel arrangements, catering and minute taking.
- Assisting with packaging online project orders and follow up documentation for record keeping.
- Liaising professionally with internal and external stakeholders, including project partners, consortium members, consumers, carers, clinicians and aged care providers.
- Preparing reports on web statistics, or other project activities as 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 diploma level qualification with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Effective interpersonal skills with demonstrated ability to liaise effectively with a diverse range of people internal and external to the core project team.
- Demonstrated ability to manage mailbox, calendar, and general handling of telephone queries.
- Effective organisational and administrative skills, including the ability to work collaboratively, prioritise workload, problem solve and meet deadlines in a complex and busy environment.
- Effective written and oral communication skills.

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- Demonstrated computer and keyboard skills with extensive experience in using the full range of Microsoft Office Suite including Excel.
- Demonstrated ability to prepare basic reports on the contents.
- Demonstrated knowledge and experience of Basware, Spendvision and Technology One financial systems (Desirable).
- Experience working in Higher education or health and aged care setting (Desirable).

FINAL

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