

Position Description –Program Coordinator (Flinders HealthCARE Centre (FHC))

Updated 15 May 2026

POSITION DETAILS	
Portfolio	College of Health and Enablement
Organisational Unit	College Executive
Supervisor (Title)	Program Director Flinders HealthCARE Centre (FHC)
Classification	Higher Education Officer Level 7
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
The Flinders HealthCARE Centre (FHC) is a multidisciplinary education, research, and healthcare facility located at the heart of Flinders Village and co-funded by the Australian Government and Flinders University. Scheduled to open in 2029, FHC will support the delivery of approximately 1,300 additional health graduates and up to 10,000 additional episodes of health and community care annually, bringing together education, research, and health and community services to enable new models of care, innovative use of technology, and transformative learning. To support the transition from construction to operational readiness and ensure the facility opens safely, effectively, and in alignment with approved objectives, timelines, and available resources, a dedicated Activation Program has been established. Under broad supervision, the Program Coordinator FHC provides operational program support to the FHC Activation Program, ensuring effective coordination of workstreams, accurate reporting, and disciplined follow-up of actions and deliverables. The role supports the FHC Program Team by maintaining program artefacts, coordinating across workstreams and enabling streams, and ensuring information flows smoothly through governance structures. The role will report to the Program Director, FHC but will work with the whole of the FHC Program team ensuring the smooth integration of the Program.

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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.

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 Program Coordinator (FHC) is accountable for:

1. Delivering high-quality program coordination and reporting support to the FHC Activation Program including managing the coordination of workstream and sub-working group cadence (meetings, agendas, minutes, actions), schedules and deliverables to support timely decision-making.
2. Maintaining accurate and current program registers (actions, risks, issues, decisions and dependencies), escalating emerging items through appropriate governance channels.
3. Drafting, reviewing and coordinating high-quality program documentation (status reports, dashboards, briefing notes, communications and presentations), ensuring version control and consistency of messaging.
4. Monitoring and reporting progress against milestones, benefits and deliverables; track follow-up actions and support timely closure of items.
5. Supporting readiness, change and transition activities across streams, including stakeholder engagement, communications coordination and tracking of change impacts.
6. Providing administrative and logistics support to program governance (workshop planning, committee packs, correspondence and document control) to ensure smooth operation of program forums.

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7. Working in close collaboration with FHC stakeholders to ensure consistency of support is given and key outcomes are met.
8. Undertaking other duties aligned with the role's classification and capability level as reasonably directed by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated high-level project coordination and or change processes experience.
- High level communication and negotiation skills with demonstrated capacity for confidentiality and ability to communicate effectively with people at all levels.
- High level organisational, coordination and time management skills in complex environments.
- High level written communication and document management capability.
- Demonstrated experience in independent and effective management of project planning supporting governance processes.
- Demonstrated strong commitment to project delivery and communication regarding project status and updates.
- Ability to work across multiple stakeholder groups ensuring clear communication, discretion and professionalism.
- Experience in making recommendations for process improvements and optimising opportunities.

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