

Position Description – Gender-based Violence Project Officer

Updated 13/01/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Life
Supervisor	Director, Student Life
Classification	Higher Education Officer Level 7
Employment Type	Continuing, part-time

POSITION SUMMARY
<p>Under broad direction, the Gender-based Violence (GBV) Project Officer is responsible for the implementation, delivery and evaluation of the university's Whole-of-Organisation Gender Based Violence Prevention and Response Plan (the Plan). The GBV Project Officer is responsible for implementing GBV prevention initiatives, managing compliance reporting and driving continuous improvement, and works collaboratively with internal and external stakeholders to ensure the University is meeting requirements of the National Higher Education Code to Prevent and Respond to GBV.</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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <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> <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>SA: Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Gender-based Violence Project Officer is accountable for:

1. Implementing and evaluating the university's Whole-of-Organisation Gender Based Violence Prevention and Response Plan.
2. Developing, delivering and evaluating evidence-informed prevention education and training for students and staff focusing on the drivers of gender-based violence, bystander intervention, respectful relationships, reporting and available support.
3. Providing reports and analysis of data regarding GBV incidents and trends that are required by key University committees, leadership and as required to be provided by the National Code.
4. Developing, implementing and evaluating prevention communications and initiatives across the university's study, work, living and social environments that build knowledge and capability to safely and effectively prevent and respond to GBV.
5. Facilitate consultation with diverse student cohorts, particularly those members who are disproportionately affected by GBV (including women, First Nations people, culturally and linguistically diverse communities, people with disability and people of diverse sexual orientation and gender identity) to ensure the effectiveness of prevention and response initiatives
6. Some out of hours, weekend and travel may be required.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A relevant tertiary qualification with subsequent relevant experience or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience and knowledge in the drivers of gender-based violence and primary prevention frameworks including delivery of prevention initiatives and campaigns
- Demonstrated ability to coordinate complex projects, manage timelines, and produce reports for senior executive oversight.
- Demonstrated ability to develop, deliver and evaluate training programs with a particular focus on GBV and related issues.
- Demonstrated well-developed to high level written and oral communication skills, including the ability to produce written information and presentations.
- Demonstrated high level interpersonal and problem-solving skills, including the ability to effectively liaise with students, colleagues and manage stakeholders with competing demands.
- High-level analytical skills and demonstrated experience solving complex problems.
- Knowledge of the requirements of the National Code and its application in a university setting (*desirable*).