

Position Description – IDS Artificial Intelligence Specialist

Updated 01/07/2026

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Information and Digital Services (IDS)
Supervisor (Title)	Senior IDS Platform Lead
Classification	Higher Education Officer Level 7
Employment Type	Continuing, Full-time

POSITION SUMMARY
Under broad direction, this role collaborates closely with the Flinders community to deliver innovative AI solutions that enhance the digital experience at Flinders University. The role involves conducting regular consultations to gain a deep understanding of the community's needs, challenges and opportunities for collaboration on AI solutions. This may occur as part of cross-functional teams that work together to achieve these outcomes. The role also works closely with multiple IDS teams and is actively engaged in supporting and aligning IDS priorities. The objective is to ensure that AI-related initiatives are delivered, maintained, and evolved in a sustainable and scalable manner to meet the needs of the University.

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 - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>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.</i>



KEY POSITION RESPONSIBILITIES

The IDS Artificial Intelligence Specialist is accountable for:

Management & Support

- Contributing to the coordination and management of implementing AI solutions and ensuring they meet agreed specifications and design standards.
- Contributing to the development of proposals and business cases for AI solutions addressing identified needs and challenges, ensuring a consistent structure, format and approach is adhered to.
- Supporting and providing guidance to end users on the AI solutions implemented, ensuring optimal digital experience.
- Periodically participating in knowledge building activities and events to be aware of the latest trends and developments in AI and identify and recommend new opportunities for improvement and innovation.
- Working in, at times, as part of cross-functional teams with members of other teams in IDS, as well as our Flinders Community.
- Working as required, directly or indirectly, with project teams to support the delivery of project outcomes.

Customer Engagement & Success

- Engaging regularly with key stakeholders in the Flinders community to develop an understanding of their AI needs and translating that understanding into IDS for prioritisation.
- Collaborating and coordinating with the IDS Strategy, Innovation & AI team, as well as other areas of IDS, to ensure consistency, cohesiveness, and effectiveness across teams.

Risk, Governance & Ways of Working

- Contributing to the governance model for IDS related activities and projects in collaboration with the relevant stakeholders, to support the ongoing review and prioritisation of IDS activities and to ensure all of IDS have a clear understanding of IDS related priorities at any point in time.
- As required, supporting the successful delivery of projects and other work activities that benefit or enhance AI initiatives at Flinders. Additionally, assisting in the implementation or modification of systems and processes related to minor projects.
- Supporting and maintaining an agile based way of working to manage, refine, and prioritise the activity backlog based on relevant customer and IDS priorities.
- Identifying, managing, and mitigating risks associated with the role's activities according to IDS and Flinders University policies and procedures.
- Ensuring compliance with all relevant IDS and Flinders University policies and procedures.

Other Responsibilities

- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

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KEY POSITION CAPABILITIES

- Appropriate tertiary qualification in Information Technology or a relevant technical area, and / or equivalent relevant experience in an IT environment.
- Significant to high-level thinking, planning and analytical skills to support outcomes and meet the University's strategic goals.
- Well-developed skills in contributing to a team reaching its full potential, including well developed interpersonal and relationship management skills.
- General experience in dealing with customer relationships and expectations.
- General experience in agile ways of working including exposure to scaled agile methodologies and/or collaborating and delivering through a matrix structure.
- Well-developed self-improvement and growth mindset/approach to the role and as part of a wider team.
- Well-developed to high-level interpersonal influence skills and demonstrated ability to negotiate and communicate effectively with staff and customers across a diverse organisation particularly during the design, management and implementation of customer solutions.
- Broad knowledge and experience with AI technologies, tools and frameworks.
- Higher education experience advantageous.

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