

Position Description – Project Officer

Updated 31 July 2025

POSITION DETAILS

College/Portfolio	College of Education, Psychology and Social Work
Organisational Unit	Psychology
Supervisor (Title)	Professor in Psychology
Classification	Higher Education Officer level 5
Employment Type	Fixed-term, part time

POSITION SUMMARY

The Project Officer (Psychology Program Growth and Acceleration) will work under routine to general direction to support the successful delivery of key initiatives funded by the Department of Health and Aged Care Federal Grant: P6473 – National Mental Health Workforce Strategy.

The position will focus on supporting the strategic growth of the postgraduate psychology student cohort by assisting Course Coordinators and the Teaching Program Director (TPD) in responding to evolving national workforce requirements, professional standards, and accreditation processes.

The Project Officer will play a key role in project coordination, stakeholder communication, policy review support, and the implementation of process changes that improve access and success for diverse student cohorts, particularly Aboriginal and/or Torres Strait Islander Students and rural/remote learners.

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 AL 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.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

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).

KEY POSITION RESPONSIBILITIES

The Project Officer is accountable for:

1. Assisting with the timely mapping and documentation of the new Psychologist Professional Competencies (to be implemented in 2026), to ensure compliance with the Australian Psychology Accreditation Council (APAC) requirements.
2. Providing support for academic staff engagement with key national reviews and reforms related to the psychology profession, including reviews of:
 - a. Length of psychology training
 - b. Levels of AHPRA registration and national workforce pathways.
3. Supporting the development and implementation of alternative admission and program entry pathways, including combined degree options (e.g. Grad Dip + MPP) aimed at increasing accessibility for Aboriginal and rural/remote students and allied health workers transitioning into psychology.
4. Assisting with the review and enhancement of admissions, intake, and progression processes in alignment with project goals and strategic enrolment objectives.
5. Supporting the identification and documentation of student success strategies, with a focus on improving outcomes for online and rural/remote learners in postgraduate and fourth-year psychology programs.
6. Assisting in the development of project documentation, reporting against milestones, tracking deliverables, and maintaining records to meet grant reporting and audit obligations.
7. Coordinating meetings, stakeholder engagement activities, and information sessions to support collaboration between the project team, academic staff, external stakeholders, and accrediting bodies.
8. Contributing to ongoing process improvement initiatives that support project outcomes and align with the University's strategic and operational priorities.
9. Supporting general administrative tasks and communication needs associated with project delivery.
10. 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 relevant tertiary qualification or an equivalent combination of experience and/or education/training.
- Experience in project coordination and administrative support in a clinical, health, higher education, or related setting.
- Excellent organisational and time management skills, including the ability to prioritise tasks and meet deadlines independently.
- Demonstrated ability to collect, analyse, and interpret information and produce well-structured written reports, documentation, and presentations.
- Strong interpersonal and verbal communication skills with experience liaising effectively with diverse internal and external stakeholders.
- Capacity to work independently and collaboratively in a fast-paced environment, exercising sound judgement and initiative.
- Ability to work collaboratively with professional and academic staff, with sound judgement and a service-oriented mindset.
- Proficiency in using Microsoft Office and University systems for communication, data tracking, and project coordination.
- A demonstrated commitment to Flinders University's values of Integrity, Courage, Innovation, Excellence, and being Student Centred.