

Position Description – Project Officer

Updated 31 July 2025

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

POSITION SUMMARY
<p>The Project Officer (Psychology Modernisation and Digitisation) 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.</p> <p>The Project Officer will work under routine to general direction to support the modernisation, digitisation, and strategic development of the Flinders University Psychology Clinic (FUPC), contributing to the expansion of service delivery capacity and improving operational efficiency.</p> <p>The position will provide project and administrative support to the Practice Manager, Clinic Director, Postgraduate Coordinators, and Placement Coordinator. Key responsibilities include document digitisation, system transition support, communications and engagement, and assistance with clinic growth and funding model development.</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 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>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.</i></p> <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>

KEY POSITION RESPONSIBILITIES

The Project Officer is accountable for:

1. Coordinating the digitisation of clinic records and contributing to the design and implementation of efficient digital record-keeping processes.
2. Supporting the review, development, and updating of governance documentation, including clinic policies, procedures, forms, and operational manuals to align with best practice and future growth needs.
3. Assisting with the transition of student-facing procedural documentation to SharePoint or a similar platform to enhance accessibility, consistency, and user experience.
4. Collaborating with the Practice Manager to enhance the visibility and public profile of the FUPC, including contributions to web content, marketing materials, clinic newsletters, and external-facing communications.
5. Assisting the Practice Manager in the development of the clinic's business model, including supporting the preparation of funding proposals and researching options for billing pathways.
6. Maintaining accurate project documentation, tracking deliverables, and reporting progress in alignment with project timelines and strategic objectives.
7. Supporting internal stakeholder engagement including scheduling meetings, documenting outcomes, and coordinating project communications across clinic, academic, and administrative teams.
8. Contributing to continuous improvement initiatives and operational planning relevant to the clinic's service delivery and educational mission.
9. 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.
- Demonstrated ability to manage digital content, documentation, and records using platforms such as SharePoint, with strong attention to detail and quality control.
- Excellent organisational and time management skills, including the ability to prioritise tasks and meet deadlines.
- 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.