

Position Description – Program Coordinator, Regional Training Hub

Updated 24 July 2025

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Program Manager, Regional Training Hub NT
Classification	Higher Education Officer Level 6
Employment Type	Fixed term, full-time

POSITION SUMMARY

Under general to broad direction, the Program Coordinator is a key member of the Flinders Rural and Remote Health NT Regional Training Hub (FRRHNT RTH) team, based in Alice Springs. Operating with a high level of autonomy under broad direction, the role works collaboratively with the Program Manager and Medical Director to support the effective delivery of Regional Training Hub initiatives. The Coordinator is primarily responsible for overseeing the administrative functions and operational delivery of programs and activities, including day-to-day management of business processes, projects, and strategic partnerships.

In addition, the role contributes to the broader professional support team in Alice Springs and acts as a key liaison for professional staff on operational matters across all programs. Assisting with tasks aligned to the position's key capabilities, focusing on team collaboration and ensuring the consistent application of workplace policies and procedures.

Supervisory responsibilities will not be required for this position.

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.

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

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.

Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.

KEY POSITION RESPONSIBILITIES

The Program Coordinator, Regional Training Hub is responsible for:

1. Effectively coordinating the delivery of the FRRHNT RTH programs and projects, coordinating across the NT with the Program Manager and collaboration with stakeholders and regional training hubs across Australia.
2. Coordinate management of special projects with a focus on developing communities of learners by bringing together healthcare providers and subject matter experts. Enabling primary health care providers to obtain extra skills and mentoring that meet the needs of the community that they serve.
3. Provide executive support and advice to the FRRHNT RTH Medical Director through the Program Manager. Including but not limited to coordinating, attending and minuting, face-to-face and virtual meetings, contributing to FRRHNT RTH strategic planning, assisting in preparing business proposals, working papers and developing frameworks.
4. Act as a key liaison for professional staff on operational matters across all programs, assisting with tasks aligned to the position's key capabilities, focusing on team collaboration and ensuring consistent application of workplace policies and procedures.
5. Provide support to the Program Manager to assist with the marketing strategies, promoting specialist training programs, including administration of social media platforms and website content.
6. Provide coordination and administration with reference to systems and processes with the interpretation, promulgation and implementation of university policies.
7. Representing the FRRHNT RTH on internal and external committees and working parties as required or in the absence of the Program Manager.
8. Integration and support for the NT Medical Program and associated projects. Including engaging with medical students and trainees interested in rural careers.
9. Travel, both regionally within NT and interstate, may be required. Some out of hours work (including weekends) may be required.
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 degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated well-developed experience in project administration, planning and program implementation, monitoring, evaluation, and quality assurance.
- Demonstrated well-developed analytical and writing skills, with the ability to interpret and apply policy and procedure, generate executive reports and have expertise in marketing and communications.
- Well-developed interpersonal and communication skills with the ability to provide advice and consultation as well as liaising and collaborating with a wide variety of internal and external stakeholders.
- Demonstrated well-developed organisational skills including the ability to multitask, establish priorities and meet deadlines with the ability to work independently and as part of a team.
- Demonstrated understanding and cultural sensitivity concerning Aboriginal and/or Torres Strait Islander Australians including the impact of the social determinants of health within an NT context.
- Demonstrated relevant knowledge and experience within a rural or remote University or medical environment (desirable).
- Demonstrated knowledge, experience, or an understanding of medical workforce maldistribution and

specialist and generalist medical training programs and pathways (desirable).

FINAL