

Position Description – Project Officer

Updated 15 July 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	College Services
Supervisor	Senior Executive Officer
Classification	Higher Education Officer level 7
Employment Type	Fixed term, full time (available for 2 years)

POSITION SUMMARY
<p>Working under broad direction and as part of the college executive support team, the Project Officer provides high-level coordination, support for and delivery of executive-led projects, programs and initiatives prioritised by the college to support the achievement of university and college strategic and operational plans.</p> <p>The position is an important interface between the college/portfolio leadership and the university community, requiring the ability to work effectively within a matrix environment, leveraging within and across college teams and engaging with a diverse range of internal and external stakeholders.</p> <p>Reporting to the Senior Executive Officer, the incumbent will receive broad direction from members of the college executive team, in the main, will determine their own priorities and work plans consistent with the desired outcomes and the priorities of the college. The Project Officer is expected to operate within a framework of broad operational policies and external requirements.</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>

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

KEY POSITION RESPONSIBILITIES

The Project Officer is responsible for:

1. Administration support and coordination of projects, programs and initiatives as prioritised by the college executive leadership team.
2. End to end project management of projects, initiatives and programs which includes (but is not limited to):
 - High level overarching support for identified projects including development and management of a project plan and timeline.
 - Regular monitoring and actioning of milestones and deliverables in line with identified project outcomes.
3. Coordination of project communication and information management, including process documentation and associated administrative records.
4. Supporting the executive lead in preparing correspondence, reports, presentations, and relevant submissions in relation to specified projects, including responses to complex requests to both internal and external parties.
5. Undertaking research and analysis across a broad range of issues and providing critical comment, briefings and reporting to key executive stakeholders in relation to active and planned initiatives.
6. Establishing and maintaining effective and strategic working relationships with college leadership team, members of the college, central portfolio groups and other internal and external stakeholders.
7. Adopting a high-quality and consistent approach, utilising University systems, tools and processes to optimise delivery of agreed outcomes.
8. Working as part of the college executive support team and assisting with team projects or covering absences as and when required.
9. Some out of hours work (including weekends) as well as travel, 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

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated project management and/or project coordination experience.
- Demonstrated experience working collaboratively with areas and/or teams across the university.
- Well-developed written communication skills, including demonstrated capacity to respond to enquiries in confidence, autonomously and draft correspondence and high-quality reports with recommendations for complex and sensitive issues.
- Demonstrated experience in the utilisation of records and data management systems for the purposes of reporting and in line with university and legislative requirements.
- High-level interpersonal and negotiation skills with demonstrated capacity for confidentiality and ability to cooperate and communicate effectively with people at all levels.
- Demonstrated ability to collate and distil information from a wide range of sources and assist with or prepare and compile briefing papers, proposals, presentations and background documents.
- Demonstrated commitment to high quality outcomes, including attention to detail, the ability to collate and analyse information from a wide range of sources, and an ability to relate tasks to the wider context.
- Well-developed problem-solving capabilities and the ability to work with broad supervision to determine and prioritise tasks and meet deadlines.
- High-level organisational skills, including demonstrated ability in problem solving, priority setting and working to deadlines with high quality outcomes, apply attention to detail and relate tasks to the wider context.
- Demonstrated ability to exercise independent judgement within broad guidelines, take initiative, flexible and adaptable.