

Position Description – UDRH Project Manager – NAHGOT

Updated 11 August 2025

POSITION DETAILS

Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor	Business Development Manager, RRH
Classification	Higher Education Officer 7
Employment Type	Fixed-term, Full-time

POSITION SUMMARY

Under general direction, the UDRH Project Manager – NAHGOT is responsible for the technical and operational design, planning, development, configuration, maintenance, and support of data and analytical services that underpin the successful delivery of analysis and reporting for the University Department of Rural Health (UDRH).

This role supports the Rural Health Multidisciplinary Training (RHMT) program, with a particular focus on the outcome tracking of nursing and allied health students' post-graduation. This includes preparing detailed reports on student outcomes and responding to stakeholder enquiries related to student pathways and workforce distribution within rural and remote health contexts.

The position requires expertise in developing and managing data analytics methodologies, including but not limited to, the collection, analysis, interpretation, and presentation of outcome data. It involves working collaboratively with stakeholders to define and validate requirements, selecting and applying appropriate visualisation and reporting methods, and ensuring data traceability back to original sources.

The role works in close partnership with external stakeholders and the broader rural and remote health academic team to deliver on defined objectives. It plays a key part in embedding best practices in data driven reporting and evaluation, and in enabling users to derive meaningful insights that inform strategic planning and program delivery.

The position may be located at any SA or NT rural/remote campus across the RRH footprint.

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 in order 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.

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 strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

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

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).

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

KEY POSITION RESPONSIBILITIES

The key position responsibilities include:

1. Coordinate and provide a range of business intelligence services to support business decision-making, business improvement, planning and new initiatives in accordance with university policies, procedures and strategic priorities.
2. Apply a variety of visualisation techniques to design the content and appearance of data, including selecting appropriate visualisation approaches from a range of applicable options to effectively present outcomes to the target audience.
3. Proactively engage and collaborate with stakeholders (i.e. other universities, APHRA) to perform business situation analysis, identify recommendations for improvements by approaching problems holistically, secure understanding and agreement from stakeholders for resolutions, implement solutions, and enhance the capabilities and effectiveness of client's post-implementation.
4. Define scoping and requirements definition activities for initiatives of medium size and complexity, which include contributing to facilitating input from stakeholders, establishing requirements baselines, obtaining formal agreement to requirements, and ensuring traceability to source.
5. Provide specialist advice, insight and guidance in the planning and operations of the project, drawing on up-to-date knowledge on the application of data analysis.
6. Plan, implement and coordinate data management processes for specific subsets of data to enable the availability, integrity and searchability of information.
7. Apply standard data modelling and design techniques based upon a detailed understanding of requirements and communicate the details technical and non-technical audiences.
8. Design, specify and execute test cases and scenarios to test that data analytics products and services, collaborate with stakeholders to ensure accuracy and comprehensive test coverage, report on test activities, results, issues and risks on behalf of the team.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Appropriate tertiary qualification in Information Technology or relevant technical area, with extensive relevant experience and/or equivalent relevant experience in an IT environment.
- Demonstrated experience in using analytical business tools with proven expertise in applying best practices, including data quality analysis, data visualisation, version management and post go-live to support outcomes and meet the University's strategic goals.
- Demonstrated analytical and problem-solving skills with the ability to identify and recommend solutions to challenging issues and to translate business issues into workable solutions, as well as experience in the coordination of acceptance testing activities for data analytics products and services.
- Ability to work as an effective member of a team as well as independently with highly developed interpersonal and relationship management.
- Well-developed interpersonal and communication skills with the ability to provide advice, consultation, and effectively prepare and present complex information.
- Strong attention to detail and accuracy, and ability to adhere to protocols, standards and guidelines, including ethical research principles as required.
- Proficient in the preparation and management of accurate data sources (e.g., MS Access), an understanding of data modelling and design, along with proven knowledge of Power BI or similar enterprise data visualisation tools.

Desirable:

- Experience with university computer systems such as Technology 1, DVE, StarRez and InPlace as data sources and proficient in the use of data analytic software such as STATA, as well as the Google Suite and Microsoft Excel.
- Familiarity with data governance and compliance frameworks relevant to the higher education and healthcare sectors.