

Position Description – Chief Operating Officer, ARC Centre of Excellence for Prisoner Reintegration

Updated 27/02/2026

POSITION DETAILS	
Portfolio	College of Business, Creative Arts, Law and Social Sciences
Organisational Unit	College of Business, Creative Arts, Law and Social Sciences
Supervisor (Title)	Director, Australian Research Council (ARC) Centre of Excellence for Prisoner Reintegration
Classification	Higher Education Officer Level 10
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
<p>Under generally unguided direction, the Chief Operating Officer (COO) will provide strategic and operational leadership for the ARC Centre of Excellence for Prisoner Reintegration (CEPR). The COO will work closely with the Centre Director and Centre Executive to establish and manage the Centre's operations, governance, finance, partnerships and compliance obligations across multiple university nodes and partner organisations.</p> <p>The role will be responsible for implementing the Centre's strategic and operational plans, overseeing professional staff, ensuring compliance with ARC and University requirements, and enabling a collaborative culture that supports research excellence, training and national impact.</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.

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A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Chief Operating Officer is accountable for:

1. Working closely with the Centre Director and Centre Executive to develop and implement CEPR's strategic, operational plans and contribute to strategic planning and the achievement of business Centre and University goals
2. Leading and managing CEPR operations, financial planning, infrastructure, budget, resources, regulatory compliance and contractual obligations with participating and partner organisations and funding agencies
3. Providing high-level specialist advice on, and taking responsibility for, preparing a range of research documents such as progress reports, financial reports, research impact reports, grant applications, press releases, research and conference papers in consultation with the ARC Centre Director and research and implementation teams
4. Exercising strong financial management for delivering within budget targets. Coordinate with partners on financial reporting, audits and perform financial planning, budgeting and analysis for the Centre.
5. Setting and monitoring annual work plans for the Centre's operations team, lead and provide direct supervision to CEPR professional staff employed at Flinders, and manage a work environment of continuous review and improvement of business practices, operational processes and service provision.
6. Managing, coaching and developing a high-performing and effective team with a focus on operational and service excellence. In conjunction with the Director manage the training, and career development of CEPR staff and provide leadership, mentorship and project management support to the administration team.
7. Implementing performance measures for CEPR research, research training and research translation and impact developed by the Centre Director, Executive and chief investigators and develop evaluation frameworks and systems to track, analyse and evaluate the effectiveness of CEPRs activities and enhance reporting capabilities.
8. Supporting programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high-level business reporting.
9. Leading and managing significant strategic projects, large-scale review and development of policy and procedure, and complex compliance and quality processes.
10. Managing and overseeing risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with ARC, University and legislative requirements.
11. Driving compliance with ARC and other regulatory requirements and other logistics providers regulatory requirements in and for the field research components, and University policy, procedure and protocols relevant to the research and policy implementation being conducted.
12. Developing and maintaining strong partnerships with other relevant business units at Flinders University and the other University nodes and partner organisations in the ARC Centre, functional areas and key staff, including the provision of expert advice.
13. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

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KEY POSITION CAPABILITIES

- Postgraduate qualifications and extensive relevant experience and/or an equivalent combination of relevant research management experience and/or education and/or training.
- Demonstrated strategic thinking and planning capability for complex, multi-faceted, interdisciplinary and action-oriented research, including the ability to solve highly complex problems.
- Excellent high-level project management skills with proven ability to strategically manage and provide authoritative technical and policy advice at a high level and manage all aspects of large, complex and far-reaching projects.
- Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation.
- Excellent interpersonal and relationship building skills, including the ability to liaise with senior management and stakeholders with proven experience in interacting, influencing and negotiating at senior levels with collaborating and partner organisations, funding bodies, government and industry
- Demonstrated management experience in a large and complex management structure.
- Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service.
- Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.
- Demonstrated highly developed interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and build consensus in a disparate organisation consensus at senior levels.
- Research management experience working with large-scale, multidisciplinary research-oriented centres either in the University or other sectors.
- Demonstrated knowledge of, or experience working within, criminal justice, reintegration, First Nations justice initiatives, or related social impact domains through professional or research roles.
- Demonstrated advanced leadership, business acumen, strategic thinking, and ability to identify business opportunities through interactions with a range of prospective clients including industry bodies, external research groups or institutes, or government agencies.
- Demonstrated advanced ability to evaluate complex situations, determine effective and realistic options and take responsibility for implementing and evaluating these options.
- Evidence of a strong work ethic, high level of energy, and the ability to manage complex tasks with minimal supervision.

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