

Position Description – Collaborative Platforms Manager (Science)

Updated 5 Jan 2026

POSITION DETAILS	
College/Portfolio	College of Science & Engineering
Organisational Unit	College Services, Technical Services
Supervisor (Title)	Director of College Services
Classification	Higher Education Officer 9
Employment Type	fixed-term, full-time

POSITION SUMMARY
<p>The Collaborative Platforms Manager is responsible for the strategic and operational leadership of multiple collaborative research and support facilities within the College of Science and Engineering. This senior role ensures the delivery of high-quality, efficient, and innovative services, driving achievement of key performance indicators in revenue, research impact, and user satisfaction.</p> <p>The Manager leads technical teams, oversees facility operations, and contributes to the strategic development of new facilities to advance the College's research and teaching objectives. The incumbent will foster a culture of innovation, customer service, and operational excellence, ensuring alignment with University and College priorities.</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 and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • 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 Collaborative Platforms Manager is accountable for:

Strategic Leadership and Operational Management

- Develop and implement strategic plans for the growth and sustainability of core facilities, aligned with College and University priorities.
- Identify opportunities for new facility development, including business case preparation and execution.
- Foster a culture of innovation, continuous improvement, and service excellence.
- Oversee daily operations of multiple core facilities, ensuring optimal performance, compliance, and user experience.
- Develop and review operational policies, procedures, and service models.
- Ensure compliance with all regulatory, safety, and quality standards (e.g., WHS, PC2, accreditation).
- Manage facility scheduling, access, and resource utilisation.
- Lead, mentor, and develop teams of technical staff and promote a collaborative, inclusive, and high-performance team culture.

Performance Management and Reporting

- Develop and manage facility budgets, including forecasting, cost recovery, and revenue generation.
- Set, monitor, and report on KPIs related to revenue, research impact, user satisfaction, and operational efficiency.
- Prepare regular performance reports for College leadership and stakeholders.

Facility Development and Innovation

- Lead the evaluation, acquisition, and commissioning of new equipment and technologies.
- Drive initiatives to expand facility capabilities and support emerging research needs.

Compliance and Risk Management

- Ensure all facilities operate in accordance with University policies, legal and compliance requirements, and best practice standards.
- Oversee risk management, including safety audits, incident investigations, and corrective actions.

Stakeholder Engagement and Service Support

- Build and maintain strong relationships with academic staff, students, and external partners.
- Promote facility capabilities and services to internal and external users.
- Oversee user training, support, and communication to ensure satisfaction and compliance.
- Undertake additional responsibilities as required, commensurate with the classification and scope of the role

KEY POSITION CAPABILITIES

- Postgraduate qualification in a relevant scientific discipline, or equivalent experience and training.
- Extensive experience managing core research or teaching facilities, preferably in a university or research environment.



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- Demonstrated leadership and management skills, including team development, change management, and stakeholder engagement.
- Proven ability to develop and implement strategic and operational plans.
- Strong financial management skills, including budgeting, cost recovery, and revenue generation.
- Excellent communication, negotiation, and interpersonal skills.
- In-depth knowledge of compliance, safety, and quality standards relevant to scientific facilities (e.g., WHS, PC2, accreditation).
- Experience in evaluating and implementing new technologies and facility development.
- High-level problem-solving, analytical, and decision-making skills.
- Commitment to continuous improvement, innovation, and service excellence.
- Demonstrated ability to analyse data, produce quality reports and presentations, and review technical agreements and contracts.



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