

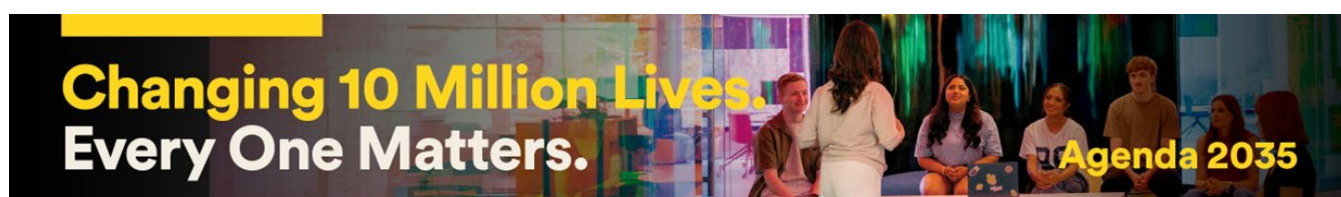
Position Description – *Project & Programs Coordinator*

Updated May 2026

POSITION DETAILS	
College/Portfolio	College of Nursing & Health Sciences
Organisational Unit	Aged Care Incubator, ARIIA
Supervisor (Title)	Senior Manager, Industry & Engagement, ARIIA
Classification	Higher Education Officer Level 7
Employment Type	Fixed Term, Part time (0.6FTE) until 30 June 2028

POSITION SUMMARY
<p><i>Aged Care Research and Industry Innovation Australia (ARIIA) is funded by the Australian Government to increase the capability of the aged care sector workforce to implement evidence-informed best practice and research into everyday practice and adopt innovation and technologies to improve the delivery of aged care services.</i></p> <p><i>The Aged Care Incubator (ACI) supports aged care providers, technology providers and researchers to collaborate, solve problems together and implement innovative and emerging solutions and technologies. It aims to advance technology incubation and innovation in aged care and supports organisations and consortiums to implement innovative solutions to solve problems by facilitating at the early ideation stage, through to supporting the development, implementation and commercialisation of products and services.</i></p> <p><i>Under broad direction, the Project & Programs Coordinator will coordinate program activities, support stakeholder engagement activities and participate with ACI programs to meet ACI and ARIIA priorities. The role includes communicating with a range of internal and external stakeholders, supporting participants through ACI programs and supporting ARIIA projects.</i></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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

This role is seconded to ARIIA. In addition to meeting the University's Expectations and Values, ARIIA staff are also responsible for demonstrating commitment to ARIIA's Mission, Vision and Values and complying with ARIIA's policies.

KEY POSITION RESPONSIBILITIES

The Project & Programs Coordinator is accountable for:

Coordinating and supporting the delivery of programs, projects and partnership activities, including scheduling, logistics, documentation and briefing materials, within approved scope and governance

Managing intake, tracking and follow-through for enquiries, applications and engagements, including eligibility and readiness checks, issue escalation and maintenance of accurate records

Coordinating workshops, meetings, panels and evaluation activities, including documentation, feedback collation, participant follow-up and preparation of reporting materials

Maintaining accurate records and databases for program activities, ensuring data integrity, confidentiality and effective use of CRM and tracking systems

Supporting organisations through project ideation, planning, piloting, implementation and scaling, including provision of structured coaching and operational support focused on the aged care sector and workforce

Maintaining program visibility and oversight by monitoring milestones, actions and deliverables, and ensuring follow-ups are completed or escalated

Preparing concise, accurate records for internal and external reporting, ensuring timelines, deliverables and reporting requirements are met

Provide timely, effective coordination and communication with internal and external stakeholders, including representation at relevant meetings, conferences and events

Working collaboratively with ARIIA staff to support ARIIA activities, programs and projects as required

Some out of hours work (including weekends) may be required, including interstate travel and potential travel in rural areas

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.

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- *Demonstrated experience in coordinating or supporting programs and/or projects, with the ability to manage competing priorities and meet deadlines.*
- *Well-developed written and oral communication skills with excellent attention to detail.*
- *Well-developed organisational skills with demonstrated initiative and problem-solving skills and the ability to act independently where appropriate.*
- *Demonstrated understanding of, and a commitment to, the requirements of confidentiality within a professional work team.*
- *Sound knowledge of contemporary administrative systems, software and practices, and an ability to interpret and apply a range of relevant policies and procedures within a large and complex organisation.*
- *Proven ability and desire to work collaboratively and flexibly in a fast-paced and dynamic work environment.*



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