

## Position Description - Project Officer

Updated 23rd January 2026

### POSITION DETAILS

College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	Disability and Community Inclusion
Supervisor (Title)	Associate Professor in Disability and Community Inclusion
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, Part-Time (0.6FTE)

### POSITION SUMMARY

The Project Officer, under general to broad direction, will support and coordinate the day-to-day activities in the area of Disability and Community Inclusion within the college, specifically in the Up the Hill Project for adults with an intellectual disability.

The Project Officer provides a wide range of tasks including developing and facilitating service plans and meetings with participants; supervising student learning partners; building relationships with stakeholders from broad and diverse backgrounds; preparation of documents and reports; general administration; and record keeping. The Project officer will also be required to contribute to marketing, promotion and publicity of the program.

### 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 Nationally Coordinated Criminal History Check (NCCHC) 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 Project Officer will be responsible for:

1. Coordinating applications and intake of participants into the program.
2. Administering and overseeing the University requirements of all participants and learning partners.
3. Supporting participants with goals and personal/professional development throughout their university experience; and liaising with support people in their lives as appropriate.
4. Liaising with academic/ teaching staff of the chosen topics to support access and reasonable adjustments facilitating effective participation/ inclusion for participants.
5. Providing induction, training, instruction, supervision and evaluation of students (learning partners) on placement.
6. Contributing to the strategic planning and direction of the program.
7. Providing a range of administrative and project governance services to support the delivery of the Up the Hill Project.
8. Working with the Up the Hill academic, advisory and management stakeholders to monitor and manage activities across the project.
9. Monitoring Project finances and liaise with the college/ university accordingly.
10. Some work after hours, at weekends or interstate travel may be needed.
11. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

## KEY POSITION CAPABILITIES

- Tertiary qualification in Disability and Developmental Education (or equivalent) with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated understanding of and sensitivity to the needs of people with intellectual disability and capacity to work closely with them and support people in their lives, including assessing needs and providing support.
- Demonstrated well-developed communication skills including written, oral and interpersonal, with the ability to liaise and interact with individuals and professionals at various levels.
- Demonstrated well-developed organisational and coordination skills with demonstrated ability to organise and coordinate inclusive activities, excellent time management skills and ability to prioritise workload.
- Demonstrated well-developed experience and skills in the use of the Microsoft Office Suite of programs.
- Ability to work independently within a framework of established procedures and routines.
- Ability to supervise and support placement students, including providing induction and ongoing support.
- Demonstrated ability to consult, coordinate and work effectively and independently with a wide variety of people both within and outside the University at different levels of seniority.
- Ability to develop and implement governance and operating strategies and procedures.
- Demonstrated experience working within the systems of the National Disability Insurance Scheme (NDIS), including, but not limited to, liaising with plan managers and/ other NDIS personnel, producing service agreements, and invoicing.
- *Willingness to obtain a First Aid certificate and be a First Aid Officer (desirable).*