

Position Description – Project Administrative Support Officer (Research)

Updated 9 February 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Public Health Group
Supervisor (Title)	Matthew Flinders Professor (Health & Social Equity)
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, Part-time

POSITION SUMMARY
<p>Under routine to general direction, the Project Administrative Support Officer (Research) will provide accurate, efficient and timely operational, administrative and financial support to senior public health researchers based in the Northern Territory in areas relating to Aboriginal and Torres Strait Islander health and wellbeing, rural and remote health, and health and social equity.</p> <p>Reporting to Matthew Flinders Professor (Health & Social Equity), the position will provide support for research projects, including, but not limited to reviewing and submitting grant applications, grant reporting, ethics and manuscript submissions, maintaining consumer relationships, finance, travel and other administration tasks. Importantly, the role requires strong communication and IT based skills, and experience engaging with Aboriginal and Torres Strait Islander community organisations.</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 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>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.</i></p> <p><i>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</i></p>

hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

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

KEY POSITION RESPONSIBILITIES

The Project Administrative Support Officer (Research) is responsible for:

- Effective liaison with internal and external stakeholders, to support the smooth operation of a broad range of health research projects.
- Managing calendars, organising meetings and providing executive support as required.
- Undertaking an executive support role for relevant committees and meetings by drafting and preparing agendas and associated papers, distributing minutes in a timely manner and following up on meeting outcomes without direction.
- Providing support for the management and reconciliation of purchasing card transactions as required.
- Ensuring adherence to Flinders University's Policies and Procedures including financial expense delegations and contractual delegations.
- Assisting in the preparation of material for presentation at conferences, meetings, workshops, committees, grant and manuscript applications, and organising travel as required.
- Assisting with special projects including but not limited to event coordination, visiting guests' itineraries, and community engagement activities.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

1. Identifies as an Aboriginal and/or Torres Strait Islander person (desirable).
2. Completion of a Diploma with relevant work experience or certificate qualification with relevant work experience, or an equivalent combination of relevant experience and/or education/training.
3. Effective organisational skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
4. Demonstrated experience in providing administration support to a specialised team of health researchers, including the ability to exercise judgement and effective problem-solving skills.
5. Effective verbal and written communication skills, including the ability to produce quality documents, reports and correspondence.
6. Effective interpersonal skills with demonstrated ability to develop positive and effective working relationships with staff at all levels, both internal and external to the University and including a diverse range of community and health professionals.
7. Demonstrated experience in organising and administering events or functions.
8. Knowledge of finance and administrative systems and Microsoft Office tools including Microsoft Teams.

9. Demonstrated commitment to fostering a positive workplace culture, and role modelling behaviours that support the University's Reconciliation Action Plan (RAP) and commitment to enhancing educational opportunities for Aboriginal and Torres Strait Islander people.

FINAL