

Position Description – *Outreach and Engagement Officer*

Updated 22 July 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Deputy Director of Operations, Rural and Remote Health
Classification	Higher Education Officer level 5
Employment Type	Fixed-Term, Full Time

POSITION SUMMARY
Under general supervision from the supervisor, the Outreach and Engagement Officer will engage with community stakeholders. They will establish and build on existing community links, including primary & secondary schools and community groups. This includes attending school expos, community events and campus open days in collaboration with internal stakeholders, local schools and external partners. The position will be expected to purposefully engage individuals, families, and local communities, in a culturally respectful, equitable and inclusive way. This position can be based at either Mount Gambier or Renmark.

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 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. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i> <i>In addition, it is a requirement of this position that the incumbent maintain a current Working With</i>

Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

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

KEY POSITION RESPONSIBILITIES

The Outreach and Engagement Officer will be responsible for:

1. Developing and nurturing links with the wider community including but not limited to school communities, Government agencies, community organisations including NGOs and medical groups and organisations.
2. Exploring and developing opportunities for outreach and community engagement on behalf of Flinders including attending and/or presenting at school careers expos and roadshows, community events and festivals to promote health-related education, training and career pathways.
3. Identifying and developing collaborations with relevant organisations and stakeholders.
4. Develop and maintain relationships with communities to enhance student placements.
5. Assisting with the community promotion and marketing of Flinders programs with focus on health disciplines and other programs as required.
6. Organising workshops as required.
7. Providing back up administrative support to the campus to cover absence and leave.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.
9. Some out of hours work (including weekends) as well as interstate travel, will be required.

A current and valid Driver's License is essential for this role.

KEY POSITION CAPABILITIES

- Completion of a diploma and subsequent relevant experience or an equivalent combination of relevant experience and/or education and/or training.
- A demonstrated understanding of issues impacting Aboriginal & Torres Strait Islander health and education.
- Well-developed organisational skills, including a demonstrated ability to work effectively in a busy environment, prioritise tasks and meet deadlines.
- Well-developed interpersonal skills providing an ability to build relationships and liaise with a broad range of staff across multiple sites including community sites.
- Demonstrated networks and professional relationships across rural SA including Aboriginal and Torres Strait Islander stakeholders.
- Well-developed written and oral communication skills, including the ability to communicate effectively with staff and students in a culturally responsive and inclusive manner.
- Demonstrated capacity to deliver quality customer service.
- Sound computer skills including experience with Microsoft suite of programmes.