

Position Description – Regional Training Hub Coordinator

Updated 01 September 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Rural Education Team Manager
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, Full time

POSITION SUMMARY
Working under general to broad direction as part of the Rural Education team, the Regional Training Hub Coordinator, plays a key role in the provision of quality planning and operational support services associated with the Regional Training Hub activities in Rural and Remote Health (RRH) South Australia. The position works closely with the Director Regional Training Hub (RTH) SA, the RRH academic leadership team, and key external stakeholders to build and guide student and trainee medical training pathways within the Limestone Coast (LC), Riverland Mallee Coorong (RMC) and Barossa Hills Fleurieu (BHF) Local Health Networks. This position can be located at any Flinders Rural and Remote Health SA campuses.

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 • 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 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. <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>

In addition, it is a requirement of this position that the incumbent maintain a current Working With 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 Regional Training Hub Coordinator is responsible for:

- Providing high quality and effective coordination of services, events and learning opportunities to students, trainees and external stakeholders to enhance positive rural graduate outcomes in collaboration with the Director RTH SA and Rural Education Team
- Developing and maintaining relationships with government and non-government agencies and industry partners to increase rural medical training pathways and opportunities in collaboration with the Director Regional Training Hub and the RRH academic leadership team.
- Providing support to assist with the marketing strategies and promotion of RTH activities in partnership with other engagement and communication staff and Regional Training Hubs.
- Acting as an escalation point and subject matter expert for the regional training hub activities and providing high level advice and information to students, academics, practitioners and professional staff to support rural medical training pathways in rural locations.
- Contributing to annual reporting requirements under the Rural Health Multidisciplinary Training Program as required, including support for monitoring graduating students.
- Maintaining positive and professional networks and liaising with College/University colleagues, staff in the Northern Territory, RRH leadership and other external stakeholders such as the Southern Regional Training Hub Alliance and regional training hubs nationally as required.
- Attendance at Regional Training Hub meetings, conferences to support the growth of the SA RTH
- Designing, implementing, monitoring and reviewing processes in order ensure proper evaluation of projects and activities.
- Coordination of hub events across local health networks and liaising with local Rural Student Services Officers another Rural and Remote Health SA staff and external stakeholders for localised event support.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and / or the University.
- Some out of hours work and intrastate travel will be required, a current SA Driver's License is essential.

KEY POSITION CAPABILITIES

- Completion of a relevant degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Well-developed communication, customer service and interpersonal skills, with the ability to develop, maintain and enhance relationships with students, staff and other stakeholders through constructive and collaborative interaction and negotiation in order to influence and achieve successful outcomes.
- Demonstrated well-developed experience in project and event planning throughout the project life cycle including initiation, planning, execution and implementation, evaluation and close out.
- Demonstrated well-developed analytical and writing skills, with the ability to interpret and apply policy and procedure, generate executive reports, manage program budgets and relevant financial administration.
- Well-developed oral interpersonal communication skills with the ability to liaise with a wide variety of internal and external stakeholders and work positively as part of a team.
- Demonstrated ability to take initiative, exercise judgment and work collaboratively with stakeholders and colleagues.
- Demonstrated high level organisational skills including the ability to multitask, establish priorities and meet deadlines.
- Demonstrated relevant knowledge and management experience within a rural or remote University environment (desirable).
- Demonstrated knowledge and understanding of medical workforce maldistribution and specialist and generalist medical training programs and pathways (desirable).