

Position Description – Senior Project Officer - Education Pathways

Updated 12 August 2026

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Deputy Dean RRH (or delegate)
Classification	Higher Education Officer Level 7
Employment Type	Fixed term, full-time

POSITION SUMMARY

Under broad direction, the Senior Project Officer will work closely with the Deputy Dean, Rural and Remote Health (RRH), relevant Topic Coordinators and the RRH leadership team to lead and support the development, implementation and ongoing strengthening of the Indigenous Entry Stream and Rural Entry Pathway into the Flinders Medical Program across the SA Rural Medical Program (SARM), Northern Territory Medical Program (NTMP) and Bedford Park.

The Senior Project Officer will provide significant project management and coordination across these pathways, working collaboratively with academic and professional staff and key internal and external stakeholders to support effective implementation, participant engagement and sustainable program outcomes.

The position will investigate, plan, implement and evaluate a range of strategic education projects and initiatives that support the ongoing development and enhancement of Flinders Rural and Remote Health. This will include identifying opportunities for improvement, developing evidence-informed solutions, coordinating complex project activities, monitoring outcomes, and providing high-level advice and reporting to inform effective decision-making. The position will also contribute to the coordination and implementation of other priority projects and strategic initiatives across Flinders Rural and Remote Health and the College of Medicine and Public Health.

The position will be based at one of Flinders Rural and Remote South Australian or Northern Territory 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 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;

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- 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.

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.

For NT applicants only:

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 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

For SA applicants only:

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-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Senior Project Officer is accountable for:

- Lead and support the development, implementation and ongoing strengthening of the Indigenous Entry Stream (IES) and Rural Entry Pathway into the Flinders Medical Program across SARM, NTMP and Bedford Park, working collaboratively with academic and professional staff.
- Manage key operational processes associated with pathway programs, including participant applications, selection and intake processes, enrolment requirements, participation support, records management and related University administrative processes.
- Build and maintain effective relationships with key internal and external stakeholders, including students, participants, academic staff, University services, health services, community organisations and other relevant partners to support successful program outcomes.
- Plan, develop and deliver strategic education projects and initiatives that support the objectives of Flinders Rural and Remote Health, SARM, NTMP and College of Medicine and Public Health.
- Manage project activities through the development and maintenance of project plans, timelines, risk and issue registers, governance processes, implementation schedules and project reporting.
- Identify opportunities for improvement, analyse issues, develop practical solutions and provide high-level advice and recommendations to support effective decision-making and continuous improvement.
- Monitor, evaluate and report on program and project outcomes to inform performance improvement, future planning and strategic priorities.
- Prepare high-quality project documentation, including briefings, reports, presentations, correspondence, proposals and recommendations for senior leaders, committees and key stakeholders.

- Identify and manage project risks, emerging issues, dependencies and resource requirements, including monitoring project budgets and expenditure where required, to support timely delivery of agreed outcomes.
- Contribute to the development, review and enhancement of systems, processes and procedures that support sustainable delivery of pathway programs and other strategic initiatives across Flinders Rural and Remote Health and broader College of Medicine and Public Health.
- Some work after hours, weekends or interstate travel (including Rural and Remote travel) may be needed.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A degree qualification in a relevant field with subsequent relevant experience or equivalent combination of experience and/or education and/or training.
- Demonstrated experience in project planning and program implementation, monitoring, evaluation, and quality assurance.
- Effective organisational and problem-solving skills, with the ability to work independently under broad direction, manage competing priorities, and meet critical deadlines.
- Demonstrated high-level administration skills, including managing budgets, preparing reports and briefs, and the ability to use computer software and related applications.
- Well-developed written communication skills, with the ability to prepare high-quality project documents and reports.
- Demonstrated well-developed interpersonal skills with ability to build collaborative partnerships with a variety of stakeholders including the ability to interact effectively with people from diverse cultures.
- Commitment to delivering high-quality outcomes, with strong attention to detail and the ability to collate, interpret, and apply information from diverse sources within a broader strategic and compliance context.
- Demonstrated ability to work collaboratively in a high-volume, team-based environment, contributing to operational efficiency and the achievement of strategic goals.
- Demonstrated commitment to education, health and general workforce development in rural and remote communities. (Desirable)