

## Position Description – Project Support Officer (Research)

Updated 31/10/2025

| POSITION DETAILS    |                                       |
|---------------------|---------------------------------------|
| College/Portfolio   | College of Medicine and Public Health |
| Organisational Unit | Discipline of Rural and Remote Health |
| Supervisor (Title)  | Project Manager                       |
| Classification      | Higher Education Officer Level 5      |
| Employment Type     | Fixed-term, Full-time (negotiable)    |

| POSITION SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>Under general direction, the Project Support Officer will provide accurate, efficient and timely operational and administrative support to the <a href="#">Aboriginal and Torres Strait Islander Health Advancement Program</a>. The Project Support Officer will assist with secretariate duties of the Governance Groups meetings, and frequent travel and event bookings.</p> <p>In addition to this, the incumbent will provide administrative support to Matthew Flinders Professor</p> <p>A current driver's licence is essential for this role due to the requirement for travel to rural and remote communities in NT, Qld and WA.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <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"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred.</li> <li>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, helping team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity.</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <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 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 and the equivalent Working with Children Clearance in Qld and WA.</i></p> |

*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.*

*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 Support Officer will:

1. Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of support services in a professional and culturally sensitive manner.
2. Provide administration required for meetings with research partners, and stakeholders. This includes travel arrangements for the Study program team, leaders, community researchers and facilitators.
3. Assist the Study program team to coordinate timely community engagement activities with consideration for participant and team safety, and comfort while maintaining positive working relationships with researchers, stakeholders, Study participants, and other members of the team.
4. Provide administration support to Matthew Flinders Professor including:
  - management of correspondence, calendar and appointments
  - collating and analysing information to make informed recommendations
  - compliance with agreed policy and processes
  - recording meeting minutes and reporting on community engagement events
5. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Completion of a diploma or Certificate in business with subsequent relevant experience in university research administration, or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated experience working effectively in a culturally safe manner with Aboriginal and Torres Strait Islander people in a work context.
- Effective interpersonal communication and negotiation skills with demonstrated ability and willingness to maintain collaborative partnerships with a variety of stakeholders from diverse cultures at a variety of levels, internal and external to Flinders University.
- Demonstrated effective organisational and time management skills, punctuality and strong record keeping abilities with attention to detail, accuracy, and confidentiality.
- Demonstrated proficiency in MS office suite, and the willingness and ability to quickly acquire skills in unfamiliar software packages.
- Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Flinders University staff students, volunteers, and visitors.