

Position Description – Program Administrator

Updated 07 November 2024

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor	Program Manager, Regional Training Hub (NT)
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, part-time

POSITION SUMMARY
<p>Under general direction, the Program Administrator will be responsible for the administration and support of Project ECHO. Project ECHO, standing for Extension of Community Healthcare Outcomes is an international movement providing online learning and support methodologies. It supports knowledge sharing between multidisciplinary professionals and relevant stakeholders across all sectors of health care and facilitates the exchange of specialist knowledge and best practice.</p> <p>The role is responsible for working in collaboration with the Flinders Rural and Remote Health NT Regional Training Hub (FRRHNT RTH) Program Manager and Program Coordinator primarily on Project ECHO in conjunction with both internal and external stakeholders to deliver the project milestones and meet contractual obligations, supporting the health workforce for our rural communities.</p> <p>The position will be based in either Darwin or Alice Springs. Supervisory responsibilities will not be required for this position.</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>

In addition, it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening which is satisfactory to the University in accordance with the Children's Protection Act 1993 (SA). 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 Program Administrator will be accountable for:

1. Ensuring the administrative coordination of Project ECHO, and collaboration with the NT Regional Training Hub program is effectively delivered and ensuring program funding requirements are met.
2. Collaborating with the Program Manager and NT Regional Training Hub staff to develop, implement and evaluate administrative systems for the ongoing smooth functioning of the project, with attention to relevant legal and policy requirements.
3. Strengthening and maintaining ongoing partnerships with relevant stakeholders, including health professionals, health service providers, specialists, and representatives from Medicine, Allied Health, Nursing and Midwifery to achieve strategic project outcomes.
4. Planning and delivery of functions and other events to enhance stakeholder engagement.
5. Provide support to assist with delivering the project marketing strategies.
6. Drafting correspondence and presentations for activities that promote Project ECHO to the wider community.
7. Monitoring, analyzing and reporting on expenditure against its operating budget.
8. Drafting correspondence and reports as required to contribute to the preparation of reporting requirements.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.
10. Some out of hours work may be required, a current NT Driver's License is essential.

KEY POSITION CAPABILITIES

- An undergraduate degree or diploma level qualification and/or an equivalent combination of relevant experience and/or education and/or training.
- Effective to well-developed administrative and organisational skills including the ability to manage conflicting priorities and make independent and informed judgement on a range of student related matters.
- Effective to well-developed oral and written communication skills, including the ability to produce quality reports and correspondence.
- Demonstrated ability to work co-operatively with team members, to share information and ideas and to collaborate in achieving outcomes.
- Effective interpersonal skills and capacity to liaise with a wide range of community and health professionals.
- Demonstrated experience in planning and delivering a range of functions, activities, or events.
- Financial management skills including the ability to monitor and report on program expenditure.
- Computer literacy including demonstrated experience with Microsoft Office applications, in particular Word, Excel and Outlook, with the ability to learn and adapt quickly to new technologies and applications.
- Understanding of the implications of living and working in rural and remote environments.
- Experience of working in a university environment (desirable).