

## Position Description – University Department of Rural Health (UDRH) Coordinator, SA/NT

Updated 1 October 2024

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

POSITION SUMMARY
<p>Under general to broad direction, the University Department of Rural Health (UDRH) Coordinator SA/NT will work collaboratively with the University Department of Rural Health (UDRH) Coordinator NT/SA to provide professional leadership of the multidisciplinary education activities to achieve deliverables under the Rural Health Multidisciplinary Training Program. The position will ensure consistency, cohesion, continuity and best practice, and collaboration across the Rural and Remote Health (RRH) footprint with Flinders RRH and College staff to improve the student experience and promote a health workforce for our rural and remote communities.</p> <p>The incumbent will be responsible for planning, implementation, evaluation and reporting, assisting in coordination of community engagement committees, preparation of contracts and procurement in consultation with university teams, working in collaboration with project stakeholders to facilitate the implementation of project work plans, monitoring KPI requirements and preparing reports for the Flinders Rural &amp; Remote Executive and other stakeholders as required.</p> <p>This position will be based at the Murray Bridge Campus.</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"> <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, providing assistance to 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>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).</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 strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.*

### KEY POSITION RESPONSIBILITIES

The University Department of Rural Health (UDRH) Coordinator SA/NT is accountable for:

1. Collaborating with the University Department of Rural Health (UDRH) Coordinator NT/SA to coordinate the administration of nursing and allied health rural and remote clinical placements across South Australia and the Northern Territory to achieve program deliverables of the Rural Health Multidisciplinary Training (RHMT) Program.
2. Establishing and maintaining strong working relationships with a range of internal and external stakeholders including but not limited to, RRH staff, Flinders University College academic and professional staff, and student support and professional administration teams from other universities to improve the student experience and promote a health workforce for our rural communities.
3. Providing high level support to senior academic staff to develop rural and remote educational and placement opportunities.
4. Developing and delivering rural orientation information to nursing and allied health students prior to them undertaking rural and remote clinical placements.
5. Monitoring and reviewing associated contracts, procurement, budgets and other administrative processes required to support implementation and reporting of program activities.
6. Providing administrative support to UDRH scholarship of education projects as required.
7. Representing Flinders University on internal and external committees and working parties as required and contributing to their activities as required.
8. Assisting with coordinating special projects and functions across rural South Australia and Northern Territory, e.g. cultural awareness training, community engagement activities and on-site professional development sessions conducted by local health services.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated experience in project planning and program implementation, monitoring and evaluation, and quality assurance.
- Demonstrated well-developed verbal and written communication skills, including demonstrated capacity to respond to enquiries, interpret and apply policy and procedure, draft correspondence and manage program budgets and relevant financial processes.
- Demonstrated ability to take initiative, exercise judgment and work collaboratively with stakeholders and colleagues.
- Well-developed organisational skills, including demonstrated ability in problem solving, priority setting and working to deadlines with high quality outcomes, apply attention to detail and relate tasks to the wider context.
- Demonstrated ability to provide high level support to specific and ad-hoc projects.
- Demonstrated commitment to fostering a positive workplace culture, and role modelling behaviours that support the University's Reconciliation Action Plan (RAP) and commitment to enhancing educational opportunities for Aboriginal and Torres Strait Islander people.
- Identifies as an Aboriginal and/or Torres Strait Islander person (desirable).

- Demonstrated relevant knowledge and management experience within a rural or remote University environment (desirable).

FINAL