

Position Description – *Programs and Events Officer*

Updated 16/10/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Life, Flinders University Student Association (FUSA)
Supervisor (Title)	Senior Coordinator, Programming and Communications
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, full-time

POSITION SUMMARY
Working under general direction, the Programs and Events Officer will develop and implement a range of programs, events and activities, including orientation activities, that foster a strong and vibrant community culture across Flinders Campuses. The role will identify, engage and work closely with diverse student groups and individuals to assess needs and co-create solutions that build community and social engagement, thereby actively contributing to student success. The role will contribute to all aspects of successful event management, including effective planning, risk management, budgeting, and evaluation.

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, and the underlying ethos of being Student Centred; • 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; • 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>

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KEY POSITION RESPONSIBILITIES

The Programs and Events Officer is accountable for:

1. Supporting the Senior Coordinator Programming and Communications in undertaking the development, coordination and delivery of events and activities aimed at improving the student experience and that foster a vibrant campus culture and placemaking.
2. Working closely with other University stakeholders, including student leaders, to contribute to the delivery of the social component of a University wide orientation and welcome program.
3. Building relationships with a diverse range of student groups including students from marginalised communities, students with additional needs, and student leaders.
4. Engaging in best practice event and project management, including the development and implementation of mechanisms for the ongoing review and effective evaluation of events against key performance indicators.
5. Contributing to relevant administrative functions to ensure the success of events, including working within budget and liaising with Student Council and FUSA staff to develop a schedule of regular events and activities throughout the academic year.
6. Following Flinders risk management framework for all FUSA events and activities. Working in collaboration with University staff including the WHS Unit, Security, Communications, and Property, to inform planning of events and ensure that all events and activities comply with University policy and Work, Health and Safety legislation.
7. The supervision of student casuals and student volunteers in the delivery of FUSA events.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in a relevant discipline with subsequent relevant work experience or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience in supporting the development, coordination and delivery of a program of engagement activities, events and activations aligned to placemaking/building a vibrant campus culture.
- Routine to general knowledge and skills in event and program planning and the delivery processes and techniques employed to achieve required objectives within scope and budget.
- Routine to general knowledge of WHS and risk management frameworks and ability to implement them.
- A practical understanding of community development and community engagement and experience building relationships in a diverse and multicultural context.
- Demonstrated experience working collaboratively with diverse stakeholders and the ability to deliver outcomes in a complex organisational environment.
- Effective to well-developed interpersonal skills, including the ability to engage with a diverse range of students in both formal and informal contexts.
- Effective to well-developed organisational and time management skills, with the ability to work both with supervision and independently according to defined priorities to meet deadlines and take initiative as required.
- Demonstrated ability to provide effective support and supervision to casual staff, and mentoring support to student representatives wishing to run events and activities.

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