Position Description

Position Title	**Transformation Business Partner**
Job Group	JG 6
Division	Enterprise Transformation
	Successfully deliver the organisation's strategic priorities cost effectively and in a way that optimises client outcomes, employee experience and a positive community impact. The division oversees the Portfolio, program and project delivery for the TAC, as well as the technology development and operations (including digital) for the TAC.
Branch	Transformation Engagement
Location	Geelong
Reports To	Manager – Transformation Business Partners
No. of Direct Reports	nil
No. of Staff Position Oversees	nil
Working with Children Check Required?	No
Financial Delegation	nil
Budget Allocation	nil

Job Purpose

The Transformation Business Partner plays a crucial role in collaborating with business stakeholders to identify and address their challenges and requirements. This involves developing tailored business and technology solutions that align with TAC's strategic objectives. The Business Partner will interpret strategic plans, analyse and propose solution options, and guide the business in making informed decisions to support the strategic program of work.

The Business Partner collaborates with teams across Enterprise Transformation, as well as other enabling divisions within TAC.

Key Role Accountabilities

- Engage with stakeholders to understand the strategic direction of each business area and the organisation as whole.
- Facilitate discussion and conduct analyses to determine the most suitable technology investments that will serve as key enablers of business outcomes.
- Collaborate directly with business stakeholders to clearly define business problems and pain points.
- Frame potential technology solutions within the context of TAC's existing and planned Enterprise technology architecture.
- Investigate new technology solutions with a focus on business outcomes.
- Provide high level solution designs and estimates for evaluation, endorsement, and prioritisation within TAC's portfolio.

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- Collaborate with domain experts to scope out new technology solutions, emphasising business outcomes(includes collaboration with domain experts such as solution and business architecture, information security, privacy, contract and commercial, and legal/procurement).
- Educate business stakeholders on the prioritisation, approval and governance processes for new initiatives.
- Present a concise summary of related business issues and needs to the Enterprise Transformation division and provide an evidence base to influence portfolio planning, future investments, and Enterprise Architecture blueprints and roadmaps.
- Stay informed about the broader technology landscape and industry trends to confidently provide relevant, well-informed advice and proactively suggest new solutions.
- Demonstrate an understanding of the balance between cost, risk and quality outcomes during stakeholder discussions.

Key Selection Criteria

Relevant Qualifications, Work Experience & Specialised Knowledge

- Tertiary qualifications in technology, project management or similar and/or equivalent relevant experience.
- Demonstrated experience in partnering to solve business problems through technology
- Extensive experience in multiple aspects of solution delivery, which may include solution architecture and design, business architecture and/or analysis, project management, software engineering and/or operational support.
- Demonstrated experience in costing/estimating and prioritisation of technology investments.
- A broad understanding of common business technology solutions relevant to TAC current and future technology landscape.
- Extensive experience and ability to build strong collaborative stakeholder relationships.
- Exceptional verbal and written communication skills, with the ability to effectively engage with a diverse range of senior stakeholders
- Strong customer service skills with the ability to perform effectively under pressure in a complex technical environment.
- Proven ability to manage complex issues using innovative approaches and best practice.
- Demonstrated capability to identify and implement optimal solutions in a dynamic operational environment.
- Exercising sound judgement in stakeholder meetings and when evaluating the suitability of technology solutions for business challenges
- Proven conceptual, judgement and analytical skills

Capabilities

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Taking action or speaking up, despite uncertainty or opposition.
- **Accountability** – Taking accountability and seeing it through.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must

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cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC's values, capabilities and policies.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

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