

POSITION DESCRIPTION



Business Services
Chief Operating Officer Portfolio

Information Technology Portfolio Lead

POSITION NUMBER	New
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 9 - \$139,693 - \$145,339 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Olivia Stocks olivia.stocks@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University. The Planning and Assurance team works with the leadership team across these functions to ensure service delivery meets operational and strategic needs and that opportunities for improvement are prioritised and implemented. The team also support planning and governance for the portfolio and delivers people initiatives that make Business Services a dynamic and rewarding place to work.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The IT Portfolio Lead plans and evaluates delivery across the University's IT portfolio to ensure alignment with organisational and technology strategies. The role works collaboratively across the IT function, with executive stakeholders and colleagues in the Chief Financial Officer Group to facilitate the IT investment planning process. The Lead is also responsible for establishing and facilitating right-sized, integrated governance mechanisms for effective decision-making and project delivery.

The Lead is critical in ensuring information flows effectively across various project delivery and operational teams. This will be achieved by clearly communicating processes and reporting requirements to delivery teams and senior stakeholders. The Lead also prepares high quality reports and papers for governance fora throughout the IT investment planning process.

The IT Portfolio Lead will also mature capacity planning practices for operational and project teams, working with leaders to implement consistent practices. The Lead acts as a coordinating point for governance and service management activities relevant to the IT function (e.g. conducting regular review of service catalogues and performance reporting, and monitoring affiliate agreements).

Reporting line: Director, Planning and Assurance

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Working within Business Services, liaising with key stakeholders in other professional areas

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Lead the annual IT investment planning cycle, liaising with senior stakeholders to guide prioritisation, align timelines and define information gathering requirements.

- Prepare and maintain planning and project management documentation, including process maps, templates and master datasets.
- Collaborate with project delivery teams to continuously review and improve project management practices across the IT portfolio
- Liaise with colleagues across the IT function and broader organisation to plan the delivery of various initiatives captured in the University's Information Technology Strategy.
- Provide clear communication to senior stakeholders and governance groups throughout the year on IT governance requirements, including reporting on project progress.
- Maintain oversight of IT Communities of Practice, ensuring resources are maintained and accessible for stakeholders
- As required, prepare reports and presentations for the IT Leadership Team on key areas of operations and performance
- Work collaboratively with IT operational and project delivery teams to identify, develop and support the implementation of improvement initiatives across the function

Selection Criteria:

Education/Qualifications

1. The appointee will have: a degree in commerce/business, information technology or an equivalent combination of relevant experience and education/training

Knowledge and skills:

2. Exceptional written communication skills particularly in preparing high quality materials for senior stakeholders that convey complex information effectively
3. Demonstrated ability to collect, analyse and synthesise technical and business information
4. Ability to navigate governance requirements and leverage governance fora to achieve a given outcome
5. A collaborative, outcome-focused approach, with an emphasis on building strong relationships and collaborating across work groups
6. Demonstrated experience in developing and delivering communication plans that cater for technical and non-technical audiences.
7. Experience working in or with IT project delivery teams of varying methodologies is desirable
8. Curious mindset with an interest in identifying and implementing process improvements
9. Demonstrated flexibility and adaptability in a dynamic work environment, including the ability to respond to changing priorities and challenges with a client-centred approach.