Position Description

Digital Program Director

Position No:	NEW
Department:	Projects and Business Transformation
Division:	Information Services
Campus/Location:	Melbourne (Bundoora)
Classification:	ESMC 1
Employment Type:	Fixed Term, Full Time (6 months)
Position Supervisor: Number:	Director, Projects and Business Transformation
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - http://www.latrobe.edu.au/about

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Program Director

Position Context

"As trusted digital thought leaders we connect and enable the University Community to advance learning, teaching and research"

With the University Community at the centre of everything we do, Information Services (IS) is focused on creating and sustaining an innovative information technology culture as one dynamic team. IS consistently engages with our customers delivering value through service performance, continuous improvement and transformational program and project based outcomes. The La Trobe Cultural Qualities of being innovative, accountable, connected and caring are fundamental to engaging and empowering our people.

The Projects and Business Transformation Office, residing within Information Services, supports and enables the delivery of business change initiatives and programs of work that form a critical part of the La Trobe University strategy. The office provides frameworks, processes, governance and resources for the successful delivery of programs and change; and provides visibility and requisite reporting to the Information Services and University Senior Management of the program activity governed within the Projects and Business Transformation Office.

The **Digital Program Director** will manage the delivery of digital programs of work as defined by the University's Digital Roadmap, overseeing all streams of work required to ensure the successful implementation of stated business goals including, people, process and technology. The Digital Program Director will work closely with the senior University stakeholders, Projects and Business Transformation leadership team, Information Services staff, subject matter experts and affected teams for the design and development of the solution, transformation of various business systems and associated practices within the University.

KEY AREAS OF ACCOUNTABILITY include:

Under the direction of the Program Sponsor and Director Projects and Business Transformation Office:
- Plan and manage the delivery of multi-stream programs of work or related discipline projects encompassing significant and large bodies of work related to business process redesign, business change management, business and technology implementation, data migration and system decommissioning, ensuring full embedding of outcomes
- Manage the design of a model for ongoing business engagement, support and development of affected business processes and systems.
- Ensure project and program deliverables are aligned and implemented with the program/project's strategic direction and aligned with the University's project framework, policies, and risk and compliance standards.
- Manage complex multi-stakeholder relationships and liaise with all levels of the University including senior managers, executives and academics
- Carry out complex negotiations and mediate between the conflicting interests of different stakeholders, influencing and persuading a wide range of people in order to overcome obstacles and deliver program outcomes.
- Escalate key change decisions with solution options to the appropriate decision maker(s) to reach timely outcomes.
- Regularly report and provide executive advice to the Program Steering Committee and other governance groups on program/project outcomes, risks and issues;
- Take ownership of processes to deliver outcomes that meet the needs of the business with clear focus on clear benefit realisation.
- Manage the integrated work outcomes of 6-8 project management and subject matter expert staff leading individual program streams of work

- Taking accountability for Career Success and development planning of self; support the Career Success and development planning for assigned staff during the program
- Delivering constructive feedback and managing under-performance.
- Define and monitor business benefits and improvements arising from the introduction of process and technical improvements.

Key Selection Criteria may include:

- A postgraduate degree and/or relevant combination of education and experience, including demonstrated experience in the delivery of digital programs as evidenced by experience within the sector
- A degree with substantial extension of the theories and principles of project or program management, learned through experience; or a range of management experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated ability to recruit, lead, manage and control the work of direct reports within a project team.
- Demonstrated ability to collaborate to deliver business transformation, programs and objectives affecting a significant organisational area across multiple divisions or equivalent.
- Strong leadership skills within a complex organisational structure including the ability to negotiate, motivate, influence and build relationships.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.