

Position Description

Associate Director, Digital Partnering

Position No:	New
Business Unit:	Chief Operating Officer (COO)
Division:	Information Systems
Department:	Digital Strategy and Engagement
Classification Level:	ESMC1
Employment Type:	Full-Time, Fixed-Term
Campus Location:	Melbourne, Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

The Associate Director, Digital Partnering at La Trobe University plays a crucial role in bridging the gap between digital strategy and university operations. Reporting to the Director of Digital Strategy and Engagement, this position is responsible for managing a team of Senior Digital Business Partners, and an Integrated Planner. The Associate Director will ensure that the digital strategy aligns with the university's goals and that digital initiatives are effectively implemented and adopted across various departments. By acting as trusted advisors, the team will drive digital transformation, enhance operational efficiency, and improve the overall student and staff experience through innovative digital solutions.

Duties at this level will include:

Strategic Leadership and Planning

- Develop and execute the digital partnering strategy in alignment with the university's overall digital strategy and objectives.
- Lead the identification, planning, and implementation of digital initiatives that enhance university operations and services.
- Collaborate with university leadership to understand their strategic goals and provide digital solutions to support these objectives.

Team Management and Leadership

- Manage, mentor, and motivate a team of Senior Digital Business Partners, and an Integrated Planner, fostering a collaborative and innovative work environment.
- Oversee the professional development of team members, ensuring they have the skills and knowledge to meet the university's digital needs.

Stakeholder Engagement and Advisory

- Serve as a trusted advisor to university departments, understanding their needs and translating them into actionable digital initiatives.
- Facilitate effective communication between university departments and the digital strategy team to ensure alignment and successful implementation of digital projects.

Project Management and Implementation

- Oversee the management and execution of digital projects, ensuring they are delivered on time, within scope, and within budget.
- Ensure that digital initiatives are aligned with best practices and industry standards, leveraging data and analytics to drive decision-making and continuous improvement.

Data Analysis and Integrated Planning

- Utilise data analytics to inform digital strategy and decision-making, providing insights that drive efficiency and effectiveness across the university.
- Oversee the integrated planning function, ensuring that digital initiatives are strategically aligned and support the university's long-term goals.

Performance Monitoring and Reporting

- Develop and implement metrics to measure the success and impact of digital initiatives.
- Regularly report on the progress and outcomes of digital projects to senior leadership and other key stakeholders.
- Shares appropriate information with staff and colleagues during times of change; helps others adapt to ensure a smooth transition.
- Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

- Brings a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devises new ways of adapting the organisation's strategies to new, including externally generated, demands.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.

Essential Criteria

Skills and knowledge required for the position

- Extensive experience in digital strategy, project management, and implementation within a complex organisational environment.
- Strong proficiency in data analysis and integrated planning tools, with the ability to leverage data to drive strategic decision-making.
- Familiarity with the latest digital technologies and trends, and their application in a higher education context.
- Excellent leadership and team management skills, with the ability to inspire, motivate, and develop a high-performing team.
- Strong stakeholder engagement and communication skills, with the ability to build relationships and influence decision-making at all levels of the organisation.
- Proven ability to manage multiple projects simultaneously, delivering results within tight deadlines and budget constraints.
- Knowledge of relevant laws, regulations, and standards applicable to the higher education sector, including data privacy and security regulations.
- Ability to direct, lead and control the work of other managers. Extensive knowledge and skills and many years of relevant experience in the Australian University sector, or a breadth of professional experience in industry; would commonly have achieved second- or further-degree level qualifications.
- Demonstrated ability to build and sustain collaborative relationships across the University, develop partnerships with diverse groups and individuals and actively guide the development of others.
- Demonstrated ability to engage effectively and persuasively with senior colleagues through a superior ability to interact collegiately and negotiate effectively with a wide range of University stakeholders.
- Proven experience and success in managing staff performance and development.

Capabilities required to be successful in the position

- **Strategic Vision:** Ability to develop and communicate a compelling vision for digital transformation, aligning with the university's strategic objectives.
- **Leadership and Team Management:** Demonstrated leadership and team management skills, with the ability to build and motivate a high-performing team.
- **Technical Expertise:** Deep technical expertise in digital strategy, project management, data analysis, and integrated planning.
- **Stakeholder Engagement:** Strong stakeholder engagement and communication skills, with the ability to build relationships and influence decision-making at all levels of the organisation.
- **Problem-Solving and Decision-Making:** Excellent problem-solving and decision-making abilities, with a focus on delivering actionable insights and driving informed decision-making processes.
- **Continuous Learning and Development:** Commitment to continuous learning and professional development, staying abreast of emerging technologies and industry trends to drive innovation in digital partnering.

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and accurately reading and responding to organisational, political and social dynamics.
- Ability to collaborate effectively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – looking to the future, questioning the status quo, generating ideas and making recommendations to solve organisational problems to support the University’s strategic and cultural priorities.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy culture to successfully navigate change – implementing recommended improvements to organisational practice.

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.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: