

## Position Description

### Integrated Planner

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| <b>Position No:</b>          | New   |
| <b>Business Unit:</b>        | Chief Operating Officer (COO)   |
| <b>Division:</b>             | Information Services (IS)   |
| <b>Department:</b>           | Digital Strategy and Engagement   |
| <b>Classification Level:</b> | HEO6  |
| <b>Employment Type:</b>      | Full-Time   |
| <b>Campus Location:</b>      | Melbourne (Bundoora)  |
| <b>Other Benefits:</b>       | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

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

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## **Position Context/Purpose**

The Integrated Planner role at La Trobe University is a key position within the Digital Strategy, Engagement and Analytics function. Reporting to the Associate Director of Digital Partnering, this role is responsible for managing demand and developing and maintaining a complete integrated planning capability. The Integrated Planner will play a critical role in aligning digital initiatives with organisational goals, optimising resource allocation, and ensuring effective collaboration across departments. By implementing robust planning processes and systems, the successful candidate will enable the university to maximise the impact of its digital investments and drive continuous improvement in digital strategy execution.

## **Duties at this level will include:**

### **Demand Management**

- Collaborate with key stakeholders across the university to capture, assess, and prioritise digital initiatives and projects.
- Develop and maintain a demand management process, including intake procedures, evaluation criteria, and prioritisation frameworks.

### **Integrated Planning Capability**

- Establish and maintain an integrated planning capability, ensuring alignment between digital initiatives and organisational goals.
- Develop and implement planning tools, templates, and processes to facilitate effective resource allocation and decision-making.

### **Strategic Alignment**

- Ensure alignment between digital initiatives and the university's strategic objectives and priorities.
- Provide strategic advice and guidance to stakeholders on digital planning and investment decisions.

### **Collaboration and Communication**

- Facilitate cross-functional collaboration and communication to ensure seamless execution of digital initiatives.
- Serve as a liaison between digital teams and other departments, fostering a culture of transparency and accountability.
- May be considered as the "specialist" in a specific area gained through a detailed understanding of the theory, practice and/or principles underpinning their particular field of work.
- Acts as an escalation point and provides advice on technical or specialist enquiries.
- Provides influential input to policy or systems development on the basis of expertise in the operational aspects of current systems and their impact.
- 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.
- Innovates within own function and takes responsibility for outcomes, including the development of section procedures and management strategies.
- Plans and organises individual or team activity with an appreciation of longer term issues, ensuring plans complement and feed into the broader School/Divisional/Departmental/Sub unit operational plans.

## **Essential Criteria**

### Skills and knowledge required for the position

- Experience in demand management, integrated planning, or project management in a complex organisational environment.
- Proficiency in planning tools and methodologies, such as Agile, Scrum, or Lean.
- Excellent communication and stakeholder management skills, with the ability to engage and influence stakeholders at all levels of the organisation.
- Strong analytical and problem-solving abilities, with a focus on driving data-driven decision-making and continuous improvement.
- Knowledge of digital strategy, engagement, and analytics principles and practices.
- Demonstrated experience managing the activities of self and/or others including coaching, motivation and performance management.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Proven analytical and problem solving capability.
- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.

### Capabilities required to be successful in the position

- **Strategic Vision:** Ability to develop and communicate a strategic vision for integrated planning, aligning with organisational goals and priorities.
- **Collaboration and Communication:** Strong collaboration and communication skills, with the ability to build relationships and foster collaboration across departments.
- **Analytical Thinking:** Analytical thinking skills, with the ability to analyse complex information, identify trends and insights, and make data-driven recommendations.
- **Change Management:** Change management skills, with the ability to drive organisational change and foster a culture of continuous improvement.
- **Project Management:** Project management skills, with the ability to manage multiple projects simultaneously and deliver results within tight deadlines.
- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

### 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.

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For Human Resource Use Only

Initials:

Date: