



Make
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POSITION DESCRIPTION

Head of AI

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional TFR

G - Administrative, Clerical, Computing, Professional &
Research Staff

ADMIN ONLY

NOT SHIFTWORKER

NOT APPLICABLE

NOT APPLICABLE

29 July 2024

Position Summary

The Head of Artificial Intelligence (AI) plays a key leadership role at an Enterprise level at UNSW. The key purpose of the role is to provide a future focused, single point of ownership for the strategic oversight and execution of AI imperatives with an ethical and responsible approach to gain competitive advantage and promote innovation while balancing legal and regulatory needs. This includes leading the full solution delivery lifecycle of partner, plan, build, transition, run and sustain of AI systems optimizing the use of AI technologies to enhance the university's capabilities and drive forward its strategic vision. The role works under broad direction, is self-initiated, and performs an extensive range and variety of complex work activities.

The Head of AI reports to the Director - Innovation Enablement and has 3 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Lead the creation and review of AI strategy, objectives and roadmap to align and meet the broader digital ambition and University strategy.

- Influence and lead the creation of strategies, policies, standards and practices to ensure compliance between UNSW strategies, technology strategies, and enterprise transformation activities.
- Drive collaboration to align critical key stakeholders with diverse objectives to agree and adopt the technology and AI strategy and new solutions.
- Champion the principles in the Ethical and Responsible use of AI at UNSW, the AI Assurance Framework and-university policies.
- Influence and support business technology improvement initiatives and business process redesign to drive improvement in processes and leveraging of AI systems.
- Develop annual program of work, plan and implement key improvement elements such as annual pipeline of system enhancements in partnership with finance stakeholders and supported by enabling technology.
- Manage cross functional relationships across IT and UNSWS and take ownership of key stakeholder engagement for the AI initiatives.
- Monitor, prioritise and guide on emerging technology, market and environmental trends, business strategies and objectives, and identify the business benefits of alternative strategies and approaches.
- Actively identify and foster incubation of opportunities where AI can add value, improve operational efficiencies, enhancing our staff and student experience or create new revenue streams.
- Provide expert, specialist advice to support transformation programs, providing strategy and services to support the resolution of conflicting demands and/or designs and initiatives that continue to mature this capability.
- Proactively identify and escalate potential risks and ensure security is appropriately addressed. Manage the development of risk management plans, establishment of risk controls and performance of risk mitigation activities.
- Provide organisational leadership, including developing, managing and engaging teams, driving a strong customer centric culture and healthy engagement within the organisation.
- As part of the Leadership Team, proactively collaborate with the business and IT stakeholders to jointly lead the uplift in service delivery of the IT organisation.
- Promote a culture of continuous improvement, championing professional standards, innovation and professional method.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualifications with a preference for computer and/or data science and extensive knowledge of IT improvement and transformation, through all stages from defining the need for change, to implementation.

- Superior level of AI systems and technology knowledge and the general technical landscape of cloud computing environments.
- Proven ability to successfully develop and lead the implementation of robust digital and/or AI strategies to deliver business outcomes and experience with driving technology change.
- Proven strong leadership capabilities across all areas of the IT environment or within a matrix management structure.
- Proven ability to define, develop and manage large portfolios and programs of work. Including deep knowledge on agile and waterfall methodologies and how these are incorporated effectively into a business.
- Strong analytical skills, effective business planning and budgeting skills with demonstrated experience in strategic and operational planning.
- Strong leadership and people management skills, with significant experience in building effective / high performance teams along with developing and retaining staff.
- Versatile, results-oriented, with a continuous improvement focus and ability to influence outcomes with both senior leaders and other stakeholders throughout the organisation.
- Demonstrated creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.
- Strong interpersonal, communication and negotiation skills including the ability to develop effective relationships and influence key stakeholders at all levels in the organisation.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications