



Position Description

Director, Executive Education

Artificial Intelligence and Cyber Futures Institute

Office of the Deputy Vice-Chancellor, Research

Classification	Senior Level 5
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Employment Screening
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	May 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none"> • Commencing progress rate • Student experience
Our Research	<ul style="list-style-type: none"> • Research income • Research quality and impact
Our People	<ul style="list-style-type: none"> • Engagement • All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none"> • Underlying operating result • Community and partner sentiment



Office of the Deputy Vice-Chancellor, Research

The Office of the Deputy Vice-Chancellor, Research is responsible for leading Charles Sturt University's research agenda to enhance research impact, output and engagement. This includes research training, partnerships, innovation, and commercialisation. A key focus is the development and implementation of strategies in these areas that increase capability, quality and impact in accordance with the goals of the university. The portfolio also includes First Nations engagement, which is a key area of importance for Charles Sturt.

To deliver on the university goal of research excellence, the university is establishing three research institutes, all with a digital and regional focus:

1. Gulbali Institute
2. Rural Health Research Institute
3. Artificial Intelligence and Cyber Futures Institute

Artificial Intelligence and Cyber Futures Institute

Artificial Intelligence and Cyber Futures Institute (AICF) is a new research Institute at Charles Sturt University aiming to become a world class research centre of excellence in data science, artificial intelligence, and cyber security, to pursue the agenda of regional discovery, showing how AI developed 'off the beaten track' and 'in the wild' can better serve not only rural and regional communities, but society as a whole, creating a new comparative advantage for Australia internationally.

Current work in the area of data science and AI happens primarily in large cities, which makes the production of research outcomes particularly relevant for people, algorithms, and complex systems located in large metropolitan areas. Yet, according to the United Nations, 3.4 billion people live in rural areas. These people are currently unable to enjoy the benefits of data-driven research as technologies, which work in large cities, but are not always operational, effective, and, most importantly, relevant, for regional communities.

AICF will explore how regional and rural data, data-driven tools, practices developed based on these data and tools, as well as systems that combine human-machine interactions in non-urban environments can be developed, enhanced and popularised to benefit society as a whole. Such data, tools, practices, and systems, due to their inherently inclusive, diverse, and sustainable nature will suggest new pathways to: building trustworthy data-driven systems; embedding transparent reporting practices in all AI-related research; promoting inclusive interoperable AI design relevant not only to cities but also to rural areas; maintaining ethical integrity of AI-driven designs, which should not exploit rural populations for the benefit of urban systems; and encouraging respectful co-creation between regions and cities.

The AICF will seek to discover possible, feasible, and desirable regional futures, by advancing data science, artificial intelligence, and cyber security research to achieve a positive change in complex regional environments. The core principle of the AICF is research excellence, which implies having the best talent focused on challenging problems, working with dedication, integrity, sophistication, and responsibility.

The AICF objectives are to:

- **Advance** research in AI for Regional Futures: innovate and develop world-class research in data science, artificial intelligence, and cyber security with a regional AI flavour that supports next generation theoretical developments for society as a whole.
- **Translate** the research to address real-world problems: ensuring that the Institute's research is co-created with practitioners and applied to real-world problems, generating the establishment of new businesses, services, and jobs.

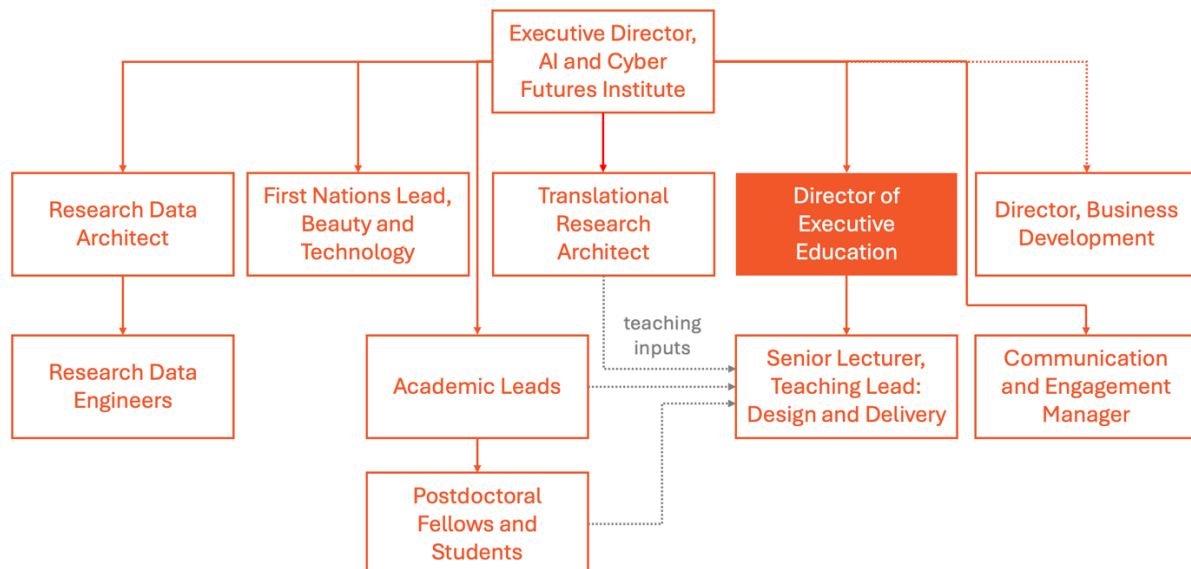


- **Train** academic and industrial leaders of the future: train the next generation of data science, AI, and cyber security academics and practitioners with the necessary breadth and depth of technical and ethical skills to match the Australia's growing industrial and societal needs.
- **Position** Charles Sturt University as a leader in AI and cyber security research for regional discovery: develop and highlight the unique expertise of Charles Sturt University in regional and rural AI data, tools, practices, and systems; as well as support the University in achieving its strategic goals.
- **Lead** the public conversation in AI for Regional Futures: through agenda-setting research, public engagement, and expert technical advice, drive new and innovative ideas which have a significant influence on industry, government, regulation, or societal views, or which have an impact on how data science and artificial intelligence research is undertaken in Australia as well as internationally.

Trailblazer Tech Academy

The AI and Cyber Futures Institute offers a variety of masterclasses of knowledge bites for executive students through its new Trailblazer Tech Academy. This initiative addresses the increasing demand for accessible, flexible, and relevant lifelong learning opportunities suited to active professionals. Our knowledge bites provide micro-sized, modular learning, enabling professionals to quickly gain specific skills and knowledge directly applicable to their career goals.

Organisational chart





Reporting relationships

This position reports to: Executive Director, Artificial Intelligence and Cyber Futures Institute

This position supervises: Senior Lecturer, Teaching Lead: Design and Delivery

Key working relationships

- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Academic
- Director or Business Development at AICF
- Academics and Professional Staff within AI and Cyber Futures Institute
- Other Research Institutes, Centres, and Laboratories at Charles Sturt University, Faculties and Schools at Charles Sturt

Position overview

The Director of Executive Education will lead the charge in developing and implementing cutting-edge educational programs specifically tailored to executive audiences. This role is instrumental in aligning the educational offerings with the broader strategic objectives of the AI and Cyber Futures Institute and Deputy Vice Chancellor, Research portfolio. The Director's responsibilities encompass a wide range of strategic and operational tasks, aimed at not only advancing educational business practices but also at establishing the institute as a leader in executive AI and emerging technologies education in Australia. The role will focus on enhancing educational frameworks, aligning executive programs to partners and customers, forging strong industry partnerships, and fostering thought leadership within the community.

Principal responsibilities

- **Strategic Development:** Craft and implement strategic visions for the executive education offerings, ensuring they reflect the evolving demands of AI and cybersecurity fields. Guarantee that programs are scalable, impactful, uphold global industry standards, and are of interest to partners of AICF
- **Program Design and Expansion:** Collaboratively work with the Senior Lecturer, Teaching Lead: Design and Delivery to develop both custom and off-the-shelf courses. Manage the continuous enhancement of curriculum, aligning the deliverables to existing and new partnerships.
- **Leadership and Team Management:** Direct a team comprising academic and support staff, promoting a culture of high performance, ongoing enhancement, and innovation.
- **Partnership Enhancement:** Foster, cultivate, and maintain robust relationships with corporate entities, partners, academic institutions, and tech leaders to broaden program reach and ensure they meet professional and market demands.
- **Outreach and Engagement:** Work alongside the marketing team to effectively position and publicize the Trailblazer Tech Academy, driving enrolment and elevating the institute's profile in executive education.
- **Performance Measurement:** Establish and monitor performance metrics to refine learning outcomes and ensure participant satisfaction.
- **Corporate Social Responsibility, Ethics, and Integrity:** support AICF and Charles Sturt's commitment to corporate social responsibility; act with the highest level of professionalism and ethical behaviour and foster ethical and responsible decision-making amongst others; be compliant with the University's policies and procedures, and external regulations and codes.
- **Governance:** provide advice, information, and progress reports to the Executive Director to help the Institute fulfil and deliver its strategic obligations and responsibilities.
- **Disclosure:** ensure appropriate and timely disclosures consistent with the University's requirements on declaration of interests.
- **Risk Management:** follow the Institutes risk management plan, conduct regular risk assessments for teaching programs, provide assurance that the appropriate systems are in place to identify and manage risks relevant to the institute's teaching strategy and that such risks are acceptable to Charles Sturt University and are within the guidelines established by the Council.



- **Other:** carry out other duties and responsibilities assigned by the Executive Director and Deputy Vice-Chancellor, Research; annually review position goals and KPIs in conjunction with the Executive Director in accordance with directions provided by DVCR portfolio.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Take action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Apply expertise and technology	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.
Present and communicate information	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
Cope with pressure and setbacks	Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Minimum of a Master's degree in Business Administration, Education, Technology, or related fields; PhD will be an advantage.
- B. At least 10 years in executive education or professional development, with a focus on technology-oriented initiatives.
- C. Exceptional leadership and team management capabilities.
- D. Demonstrated expertise in conceptualizing and executing educational innovations.
- E. Strong communication and influential presentation skills.
- F. Comprehensive knowledge of industries, related to AICF priorities.
- G. Strategic and analytical thinking with budget management proficiency.
- H. Visionary leadership, adaptability, collaboration skills, and a dedicated commitment to educational excellence and innovation.

Desirable

- I. A mature understanding of the Australian higher education environment and the current and emerging issues and trends in the national research agenda will be an advantage.
- J. Previous experience working in regional or rural context is not essential but will be an advantage.



● Brisbane

New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta
Regional Study Centre

Victoria

● Melbourne

● - Capital city ● - Campus location

