

### Details

Area	Infrastructure & Digital
Team	Resilience & Cyber Security
Location	Flexible, all campuses
Classification	SL 1
Manager Title	Senior Director, Resilience & Cyber Security

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Associate Director, Information, Governance & Data Protection brings extensive and specialist knowledge of data and information management and an understanding of the complexities of the higher education environment. The role is recognised as a principal specialist in driving strategies and policies to protect sensitive information and leads and motivates a team of professionals to collaborate and deliver outstanding cybersecurity information, governance and data protection. The role leads the enhancements of practices and methodology in data governance and recommends solutions to more complex university-wide issues.

This role is focused on enhancing the customer experience through a customer-centric approach by integrating physical and digital infrastructure, projects, and services to deliver seamless, impactful solutions tailored to customer needs. The role ensures that improvements align with the division's and university's strategic goals, balancing innovation with long-term objectives.

The role reports to Senior Director, Resilience & Cyber Security and provides advice, generally limited to their area of expertise, and expertise, on issues of a strategic nature relating to information, governance & data protection

The role will:

- Lead, mentor, and inspire a team of skilled professionals, fostering a collaborative and high-performance work environment. Provide guidance and support to team members in delivering strategic initiatives, ensuring their growth and development.
- Develop and implement strategic initiatives that align with Deakin's goals and future needs. Collaborate with cross-functional teams to design and implement information governance policies, frameworks and procedures
- Partner with teams and key stakeholder to ensure the university complies with relevant data protection and privacy laws and other regulations. Develop and maintain data protection policies, ensuring that data collection, processing, and sharing practices comply with legal and ethical standards.
- Lead the planning, delivery and analysis of incident management and response plans for data breaches, ensuring timely reporting to authorities, impacted parties, and mitigation of risks. Ensure privacy impact assessments (PIAs) are conducted for new systems, projects, or initiatives that involve personal or sensitive data, evaluating potential privacy risks.
- Lead the development, review, and revision of policies related to data management, information governance, privacy, and data protection. Ensure staff are regularly informed about updates to governance and data protection policies through training, communication, and support.
- Lead the team in working with digital teams to ensure governance and data protection are embedded into all digital initiatives, including new technology implementations and system integrations.
- Lead the promotion of a data-driven culture within the university, ensuring staff and areas understand the importance of data governance, proper data handling, and compliance.
- Develop systems for monitoring compliance with data governance and protection policies, providing regular reports to senior leaders and establish key performance indicators (KPIs) to measure the effectiveness of information governance and data protection strategies, identifying areas for improvement.
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### Accountabilities

- Establish benchmarks for team performance while flexibility managing resource limitations and time constraints. Display flexibility in responding to evolving demands. Foster an environment of continuous learning, encouraging team members by assigning responsibilities and tasks that empower them.
- Lead and motivate team members in resolving conflicts. Collaborate with peers from to identify and implement best practice approaches in strategic workforce management.
- Provide clear, constructive, and timely feedback in a manner that encourages learning and facilitates resolution. Grasp the strategic objectives and align activities accordingly, with a focus on long-term consequences.
- Define unambiguous performance standards and offer timely praise and recognition. Address under-performance promptly. Assume personal accountability for meeting objectives and driving progress. Exhibit proactive initiative by stepping in and fulfilling required tasks. Demonstrate unwavering commitment and drive towards goal achievement.
- Operate within the parameters of university objectives and professional standards. Contribute to the strategic direction and foster a collective sense of purpose by illustrating the integration of strategy components and their contribution to higher-level goals.
- Provide advice to senior leaders, influencing the overall direction, focus, and advancement of substantial programs. Monitor the external higher education landscape to inform the continual evolution and relevance of programs, systems, and processes.
- Maintain an unwavering focus on quality control. Foster a proactive approach in addressing stakeholder concerns to successfully deliver agreed-upon key projects.

### Selection

- Qualifications and experience commensurate with appointment at level.
- Extensive experience conceptualising, developing and implementing contemporary information, governance and data protection solutions, strategies and services to achieve a large organisation's objectives.
- A sound knowledge and understanding of contemporary relevant discipline practices
- Demonstrated capacity to build and maintain strong and productive relationships with internal and external partners and customers.
- Proven ability to exercise judgement, influence others, be flexible and adaptive to environmental changes and priorities, and gain support for new plans, programs or initiatives.
- Highly developed consulting, interpersonal, communication (written and oral) and presentation skills
- Demonstrated capacity for analytical and conceptual thought in the diagnosis of problems and in providing innovative, timely, relevant and practical solutions.
- High level project management, research and report writing skills.
- Demonstrated ability to develop collaborative work teams and proven capability to achieve quality customer service to clients and quality improvement to a wide range of practices and services.

### Capabilities

- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Navigates Complexity** makes sense of complex issues and responds insightfully.

### Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current Working with Children Check
- This position requires the incumbent to hold a current National Police Record Check

**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.