



Digital Innovation Advisor

Administration and Finance
Chancellery

Digital Innovation Advisor

POSITION NO	0044725
CLASSIFICATION	PCS 9
SALARY	\$115,726 - \$120,404 p.a. with additional market loading considered
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (with flexible arrangements available)
BASIS OF EMPLOYMENT	Fixed-term for three years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Assyl Haidar Tel +61 3 9035 3717 Email assyl.haidar@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

This is an exciting opportunity to join a new team that will shape the digital priorities and future capabilities across the University of Melbourne.

The Digital and Data team within Chancellery exists to set a strategic agenda that enables more confident, timely and connected responses to digital and data opportunities and risks.

The successful candidate will work with the Director of Data and Digital to influence the strategies, policies and processes during a critical start-up phase that will shape the development of sustainable digital capabilities across the University of Melbourne.

You will be a key enabler of advancing the University of Melbourne's digital maturity, platforms and approach to service design.

Reporting line: Director of Data and Digital

No of direct reports: 0

No of indirect reports: 0

1. Key Responsibilities

- ▶ **Providing expert advice** on digital strategy and the business architecture it requires, with a critical eye for assessing emerging technology trends that will impact the University of Melbourne
- ▶ **Leading and helping implement the digital strategy** for the University, as well as related policy and governance frameworks. Connecting the digital strategy with broader strategic, operational, enterprise technology roadmap and commercial digital priorities across the University
- ▶ **Leading the design of a Digital Living Lab framework and related platform(s)** to support faster, more visible and more connected rapid prototyping in partnership with key stakeholders
- ▶ **Influencing the institutional capabilities** needed for the University of Melbourne to implement its digital strategy
- ▶ **Working with the Director of Digital and Data** to meet financial targets, set digital service levels and metrics for Chancellery and identify new opportunities to engage people around the University of Melbourne's digital strategy and policies, and make these better
- ▶ **Building collaborative working relationships** with other teams across the University of Melbourne - as well as external partners - who have important contributions to develop and deliver the University's digital strategy. Liaising and assisting the IT team and project sponsors in implementing online and technology projects
- ▶ **Demonstrating thought leadership and digital best practice** by example in creating new ways of working, and shifting mindsets to new ways of thinking
- ▶ **Promoting increase of digital literacy across the university.**

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant qualification and significant relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Experience in applying agile, lean and design thinking methodologies and their practical application to projects, solution design or process improvement
- ▶ Strong ability to influence, persuasive communication, facilitation and consensus building skills
- ▶ A solid understanding of data and digital trends and technologies, and the ability to identify and assess opportunities, risks and challenges
- ▶ Experience developing and/or implementing digital strategy, policy and governance frameworks
- ▶ Ability to develop compelling value propositions and business cases for digital capability investments
- ▶ A self-motivated, flexible and collaborative approach to work
- ▶ Commercial and business acumen in executing a digital strategy into tangible deliverables
- ▶ Ability to pragmatically translate future vision into a set of clear deliverables
- ▶ Experience leading / playing an influential role in 'digital' transformation within a large and complex organization

2.2 DESIRABLE

- ▶ A strong understanding of the digital domain from a business and (somewhat) technical perspective
- ▶ Creative approaches to problem scoping and solving
- ▶ Dev Ops Program or Product management skills
- ▶ Comfort dealing with ambiguity

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised

as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

5.2 DIGITAL AND DATA TEAM

The Digital and Data team is a new team, responsible for setting the strategic digital and data agenda for the University of Melbourne. It exists to enable more confident, timely and connected responses to digital and data opportunities and risks.

The Digital and Data team is agile and collaborative in its approach, which includes exploring new ways of operating and delivering existing services within the University. Data is a big part of improving how existing services are run, and a strategic asset for the University.

The Digital and Data team forms part of the Administration and Finance portfolio within the Chancellery which has the special responsibility of ensuring the allocation of human and capital resources is optimally aligned to deliver the University's Growing Esteem strategy.

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning

of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>