

Administration and Finance
Chancellery

Data Strategy Advisor

POSITION NO	0043243
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 per annum (additional market loading considered)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	36.25 hrs/wk (flexible working available)
BASIS OF EMPLOYMENT	Full-time (fixed-term) position available 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 and help to shape the future of data management and use within the University of Melbourne.

The recently formed Digital and Data team sits within Chancellery Administration and Finance. It sets 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.

If successful as a candidate, you'll work with the Director of Data and Digital and to influence the strategies, policies and processes that will drive sustainable data and information management capabilities across the University of Melbourne.

Reporting line: Director of Data and Digital

No of direct reports: 0

No of indirect reports: 0

Direct budget responsibilities: TBC

1. Key Responsibilities

- **Providing expert advice** on data governance, strategy and enterprise information architecture and management, with a critical eye for emerging technology trends that might impact the University of Melbourne
- **Leading the development of a data strategy** for the University, as well as related policy and governance frameworks.
- **Connecting the data strategy** with broader strategic, operational and commercial data priorities and activities across the University.
- **Influencing the end-to-end delivery** of and capabilities needed for the University of Melbourne to implement its data strategy.
- **Building collaborative working relationships** with other teams across the University of Melbourne - as well as external partners - who have important contributions to make to the University's data strategy and delivery.
- **Working with the Director of Digital and Data** to meet financial targets, set service level agreements for digital and data requests coming from Chancellery and identify new opportunities to engage people around the University of Melbourne's data strategy and policies, and make these better.

2. Selection Criteria

2.1 ESSENTIAL

- 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 data strategy, policy and governance frameworks
- Ability to develop compelling value propositions for implementing data and digital solutions
- A self-motivated, flexible and collaborative approach to work

2.2 DESIRABLE

- Experience leading / playing an influential role in data and digital transformation, or an equivalent transformative change project, within a large and complex organization
- A strong understanding of the business domain (Business Intelligence/Information Management/ Enterprise Data Warehouses)
- Knowledge of/experience applying Agile, Design Thinking or Lean methodologies to projects, solution design or process improvement
- Program management skills
- A relevant business, data and/or technology qualification

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 desire 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>