

POSITION DESCRIPTION

Position Title	Data Strategy Lead		
Organisational Unit	Office of Planning and Strategic Management		
Functional Unit	Office of the Director		
Nominated Supervisor	Director of Planning and Strategic Management		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Brisbane or Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	TBC
Employment Type	Fixed Term	Date reviewed	May 2019

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE OFFICE OF CHIEF OPERATING OFFICER

The Office of the Chief Operating Officer oversees the operations of the Corporate Services Portfolio, which is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, and Student Administration. The Office of COO is responsible for Portfolio planning, resources, communications and workforce matters, and is also responsible for university-wide projects and priorities including the ACU Service Excellence Strategy and the Service Matters Improvement Team.

ABOUT THE OFFICE OF PLANNING AND STRATEGIC MANAGEMENT

The Office of Planning and Strategic Management was established in 2009 with the overall aim of assisting the University to achieve its Mission and Vision through evidence-based decision-making and a strategic approach to planning, quality, and risk.

The Office of Planning and Strategic Management is comprised of four business units, with complementary functions and significant expertise in business intelligence, statistics, strategic planning, quality and risk management. Through these essential services, the Office seeks to enable the University's Strategic Goals and Targets in line with its Strategic Plan 2015-2020: *Strength to Strength*. The Office of Planning and Strategic Management is responsible for:

- Implementation, development and support of the university's business intelligence capabilities;
- Managing the University's strategic planning framework, TEQSA compliance, quality management and performance monitoring;
- Delivery information, analysis, reporting and load planning services
- Supporting ACU's risk management framework and assurance services.

The Office of Planning and Strategic Management services all portfolios of the University and is positioned as a vital source of business intelligence and strategic partner in planning, quality and risk. The office is recognised as a collaborative, agile and high-performing team, within a culture of Service Excellence.

POSITION PURPOSE

To lead the development of an enterprise level data strategy, and associated frameworks, communications and planning material. ACU operates in an increasingly competitive and data driven sector where leveraging information assets is essential to business success and operational effectiveness. The chief purpose of this role is to develop a strategy and framework to ensure data is acquired, managed and used as an asset to support everyday decision making, strategic choices, competitive advantage, quality and service excellence. The four objectives of the data strategy project are to: 1) Harness and integrate data; 2) Leverage the potential of information assets; 3) Create and deliver insights and intelligence; and 4) Advance the University's Mission and Vision.

In addition to broad-based stakeholder consultations, it is anticipated the data strategy will include a definition of business capability, linkages to data governance practices and approaches, data architecture principles, advances into machine learning and advanced analytics, organisational culture considerations and a roadmap of associated initiatives.

This position will work in close synchrony with the National Manager, Analytics, Data and Information Architect and Information Management specialists to deliver a business-oriented data strategy and framework which achieves the above objectives.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model within the Service Excellence Framework
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campu s ✓	Faculty or Directo rate ✓	Across the Univer sity ✓
1. Lead the development of a University-wide data strategy and framework.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact • Collaborate Effectively • Know ACU Work Processes and Systems 				✓
2. Consult with key stakeholders to generate a deep understanding of strategic-level needs and requirements that leverage data and information assets.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact • Collaborate Effectively 				✓
3. Investigate, analyse and interpret information and input from various stakeholders to devise an optimal business outcome that achieves project objectives.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 				✓
4. Provide regular and appropriate project reporting, monitoring and controls to keep things on track and key people informed of developments.	<ul style="list-style-type: none"> • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service 				✓
5. Explore and recommend new tools, techniques, technologies and creative innovations in data science to support data driven decision making and the achievement of strategic objectives.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 			✓	

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6. Other duties as required by the Director, OPSM or the National Manager, Analytics.	<ul style="list-style-type: none"> • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service • Collaborate Effectively 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Collaboration and coordination across a large and complex portfolio of subject matter experts
- Ability to achieve a clear outcome across stakeholder group, potentially with multiple competing priorities
- Understanding the complex University environment and providing analytical/ reporting capabilities based on this knowledge.
- Interpreting stakeholder requirements and providing the appropriate analysis.

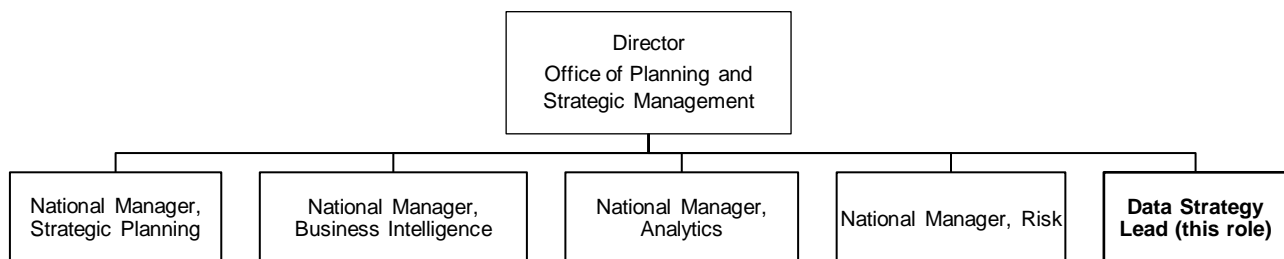
Decision Making / Authority to Act

- The position holder leads the development of an enterprise level data strategy, and associated frameworks, communications and planning material.
- The position holder consults with key stakeholders to generate an understanding of strategic level needs and requirements.
- The position applies strong professional judgement when investigating, analysing and interpreting information to devise an optimal business outcome for ACU
- The position holder works autonomously and acts within the broad direction from the National Manager, Analytics and the Director, Planning and Strategic Management.

Communication / Working Relationships

- Collaboration required across a number of diverse stakeholder groups to establish a data strategy.
- Building relationships with stakeholders across major functions of the university
- Delivering recommendations and a final, endorsed version of the data strategy for implementation
- The position holder liaises with external and internal stakeholders to obtain, communication, analyse and report on the University-wide data architecture, policies and principals and data sources.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of, or progress towards, postgraduate qualifications in relevant discipline such as information systems, data science, mathematics or business.
2.	Demonstrated experience leading the development of a data strategy in a large, complex, data-oriented organisation.
3.	Demonstrated high level understanding of data and information management principles and practices, combined with contemporary perspective and knowledge in the use of data as a business asset.
4.	Effective project management skills and experience.

Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Demonstrated commitment to delivering stakeholder centric services and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the ACU Service Principles .
7.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise to achieve organisational objectives.
8.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external to create positive impact and successful outcomes.

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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