

Position Description

Transformation Manager, PRIME

Position No:	NEW
Department:	Office of the Executive Director, Research Office
School:	Research Office
Campus/Location:	Melbourne (Bundoora)
Classification:	ESMC 1
Employment Type:	Fixed Term, Full Time (2 years)
Position Supervisor:	Executive Director, Research Office
Number:	
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Context

La Trobe University has made dramatic recent improvements in international research rankings on the back of increases in research quantity and quality. It is now seeking to better showcase its research capability to international and domestic audiences, ease the administrative burden on researchers, and control the cost of managing research.

The PRIME program is a multi-year program initiated by the Research Office that will see La Trobe invest in integrated information systems and implement new, streamlined processes. PRIME will provide internal and external audiences with accurate, reliable information about our research, sourced from unified, logical systems and business processes, with a view to driving sustainable improvement in research performance.

The Research Office supports La Trobe University researchers, senior executive, academic leadership and other administrative divisions to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners; for example, funding bodies, industry, government, and regulatory authorities. Research Office staff members work cross-functionally and possess a diversity of skills and knowledge to enable them to contribute to other teams in the division and to work with other teams in periods of varied workflow.

The **Transformation Manager** will be responsible for the transformation of business practice within the University (including researchers, Research Portfolio, Finance, Human Resources, Library, Colleges, ICT), and jointly accountable with the IT Project Manager for the overall outcomes of the program.

KEY AREAS OF ACCOUNTABILITIES:

Under the direction and management of the PRIME Sponsor and Business Owner:

- Manage a focussed team to deliver a functional research management system and associated business transformation; in particular ensure the successful delivery of program change and communications, product ownership, business process re-design in partnership with system implementation, data cleansing and migration;
- Manage complex multi-stakeholder relationships and liaise with all levels of the University including senior managers, executives and researchers;
- Carry out complex negotiations and mediate between the conflicting interests of different stakeholders, influencing and persuading a wide range of people in order to overcome obstacles and deliver program outcomes.
- Provide executive advice to the Program Steering Committee on project outcomes, risks and issues;
- Escalate key change decisions with solution options to the appropriate decision maker(s) and to reach timely outcomes.
- Take ownership of processes to deliver outcomes that meet the needs of the business with clear focus on clear benefit realisation.
- Define and monitor business benefits and improvements arising from the introduction of process and technical improvements.
- Ensure project deliverables are aligned and implemented with the Program's strategic direction and aligned with the University's policies, and risk and compliance standards.

- Provide leadership on associated \$12M change program over 18 months to ensure new policies, processes and systems are implemented and fully embedded into the University's operations.
- Support the design of a model for ongoing business engagement, support and development of research management processes and systems.

Key Selection Criteria:

- A postgraduate degree and/or relevant combination of education and experience, including demonstrated experience of research as evidenced by a degree with a research component.
- A degree with substantial extension of the theories and principles of project or program management, learned through experience; or a range of management experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated knowledge of and experience with research management and information management systems.
- Demonstrated ability to recruit, lead, manage and control the work of direct reports within a project team.
- Demonstrated ability to deliver business transformation, programs and objectives affecting a significant organisational area at Division level or equivalent.
- Strong leadership skills within a complex organisational structure including the ability to negotiate, motivate, influence and build relationships.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: