

## Position Description

### Chief Data and Analytics Officer

<b>Position No:</b>	50002372
<b>Business Unit:</b>	Chief Operations Officer
<b>Division:</b>	Finance, Procurement and Data Analytics
<b>Department:</b>	Data and Analytics Office
<b>Classification Level:</b>	ESMC2
<b>Employment Type:</b>	Fixed-Term, Full Time
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

## Position Context/Purpose

La Trobe University Data & Analytics centre of excellence is boldly leading the organisation's data journey across University – putting business intelligence and analytics tools into the hands of our people to enable data-driven decision making across the University.

The purpose of the Data and Analytics centre of excellence is to provide and deliver the University Data and Analytics strategy, data governance, insights and Advanced Analytics to ensure that the governance and management disciplines are robust, and the University's data is secure, based for decision making and is treated as an asset.

As **Chief Data & Analytic Officer** you are responsible for the development of the University's Data Strategy, including defining and standardising the data-to-insights workflows, establishing strong governance structures, enabling analytics and evidence informed decision making across the University and managing the performance of the Data and Analytics centre of excellence. Whilst reporting to the Chief Financial Officer you will need to work collaborative with the senior leadership team, the CIO and CISO and other parts of the university to ensure successful implementation of the University Data Strategy.

### Duties at this level will include:

- Participate in forward planning for the Division strategic plan and objectives, evaluates the environment and identifies fundamental issues to be resolved.
- Focusses on a multi-year strategic planning horizon of 3-5 years and actively contributes to the development of the University's Strategic Plan.
- Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. Explores the options in full and makes sound decisions under pressure. Considers opportunities and anticipates risk, whilst striving for quality and ensures compliance with regulatory requirements.
- Operates effectively in an environment of ongoing change and uncertainty and maintains flexibility. Actively ensures stakeholders are kept informed during times of change.
- Responds flexibly to changing circumstances, deploys resources astutely and identifies optimum resourcing combinations. Creates a flexible environment that enables others to meet changing demands.
- Encourages and motivates people to engage in continuous learning and empowers them by delegating tasks. Agrees to clear performance standards and gives timely constructive feedback, praise and recognition, and deals with under-performance promptly. Offers support in time of high pressure and engages in activities to maintain morale.
- Provides authoritative counsel and advice in key University forums and committees.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Direct and lead the data and analytics strategy: Establish the vision for data and its value as a business asset by defining and leading data and analytics specific strategy practices to deliver business outcomes in collaboration with the CIO and leadership across the University.
- Ensure effective Data and analytics governance and quality: Organise and lead the data and analytics governance and quality initiatives including the oversight of relevant policies and managing compliance. Enable the University to have absolute confidence in the reliability of data used to make decisions.
- Maximise value derived from data assets: Maximise the return on data assets by developing methods to ensure consistent application and use of analytics and establishing the governance of data and algorithms used for analysis, analytical applications and automated decision making

- Support and champion the use of data: Helping the University employees at all levels to use data to develop insights and make decisions to provide the best outcomes for our students and staff. Enable data to be accessible and relevant to people's roles and build the capability to empower people to self-serve.
- Innovate: Identify types and sources of data to enable business innovation throughout the University. Oversee and provide direction on our mechanisms for sourcing data to ensure quality, traceability, timeliness, usability and cost-effectiveness. Define processes for the effective, integrated introduction of new data.
- Support Risk Management: Develop and maintain controls on data quality, interoperability and sources to effectively manage the corporate risk associated with the use of data and analytics.
- Improve data consumption: Oversee the identification and consumption of data, and the development and maintenance of the data lakes and data warehouse, for use throughout the University.
- Manage platforms and tools: Oversee the enterprise's data and analytics platform for digital business. Design, develop and maintain the data lakes, warehouses and other repositories and ensure business intelligence systems meet organisational requirements
- Ensure Data is always protected and secure: Establishing corporate practices that comply with data protection and privacy regulations and oversee the organising and storage of data in collaboration with the CISO
- Manage a team of data professionals: Ensure the team is resourced with the appropriate level of resources and capabilities to meet the organisations needs and within budget, manage the performance of the team to achieve the agreed deliverables and outcomes

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Demonstrated ability to work with complexity and ambiguity, show tenacity and resilience in striving for goals and in seeking creative, innovative and sustainable long term solutions to achieve the University's Strategic Plan.
- Exemplary leadership ability to communicate the University's vision and strategic direction, establish a performance orientated culture and drive accountability.
- Demonstrated experience in policy development and implementation, with an ability to enhance the standing of the University both locally and internationally.
- Outstanding interpersonal skills including conflict resolution, tact and discretion; a capacity to negotiate outcomes with stakeholders and achieve results in an environment that is characterised by competing expectations and views; given the diverse context in which the University operates, ability to readily adapt communication approaches with changing audiences.
- Ability to demonstrate drive and integrity through a strong commitment to actions and taking responsibility for role modelling the professional behaviours important to the University.
- Proven experience and success in managing staff performance and development.
- Extensive experience leading a team of data professionals including expertise in embedding standardised, consistent and robust processes for data management and analysis. Ability to upskill and empower technical employees to increase capability and adopt modern techniques and processes
- Strong strategic mindset and ability to design bespoke, specific data processes. Evidence of ability to develop and refine strategies, and make concrete, measurable progress against strategic goals
- Have experience mapping and managing a complex data landscape with a range of different systems, processes and technologies. Proven expertise in managing data and the complexities that come with it, including best practice security and governance to protect sensitive data.

- Demonstrated experience in deriving valuable insights from data, and in communicating those insights to non-technical and operational employees. Strong concept of the value of data for healthcare and experience with the use of data to support service delivery in healthcare.
- In-depth knowledge of data governance practices and experience leading and guiding data governance groups.

### **Capabilities required to be successful in the position**

- Ability to collaborate effectively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – looking to the future, questioning the status quo, generating ideas and making recommendations to solve organisational problems to support the University’s strategic and cultural priorities.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of organisational practice.

### **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.
- Tertiary qualifications in data science, analytics, ICT or similar or equivalent demonstrated experience, sufficient to provide a deep and nuanced understanding of the full data-to-insights lifecycle, and modern best-practice approaches.

### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **Why La Trobe:**

- Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

**La Trobe's Cultural Qualities:**



**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 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 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*

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Initials:

Date: