

Position Description

Senior Digital Business Partner

Position No:	New
Business Unit:	Chief Operating Officer (COO)
Division:	Information Systems
Department:	Digital Strategy and Engagement
Classification Level:	HEO9
Employment Type:	Full-Time
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

The Digital Business Partner at La Trobe University serves as a strategic advisor within the Information Services (IS) function, partnering with various areas of the university to drive digital transformation and innovation. Reporting to the Associate Director of Digital Partnering, this position plays a critical role in understanding the business needs of different university departments and aligning them with digital solutions and strategies. The Digital Business Partner serves as a trusted advisor, working collaboratively with stakeholders to identify opportunities for digital optimisation, improve operational efficiency, and enhance the overall student and staff experience. Through strategic partnerships and effective stakeholder engagement, the Digital Business Partner contributes to the university's mission of excellence in teaching, research, and engagement.

Duties at this level will include:

Strategic Partnership

- Collaborate with university departments to understand their business objectives, challenges, and opportunities for digital transformation.
- Serve as a trusted advisor and strategic partner, providing guidance and expertise on digital solutions and initiatives.

Digital Strategy Development

- Contribute to the development of the university's digital strategy, aligning with organisational goals and objectives.
- Identify emerging trends and technologies that can drive innovation and improve operational effectiveness.

Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders across the university, including academic and administrative departments.
- Advocate for digital initiatives and communicate the value proposition of digital solutions to stakeholders.

Solution Identification and Implementation

- Work closely with university departments to identify digital solutions that address their needs and requirements.
- Collaborate with IS teams to design, develop, and implement digital solutions in alignment with university priorities.

Performance Monitoring and Evaluation

- Monitor the performance and impact of digital initiatives, leveraging data and analytics to assess effectiveness and drive continuous improvement.
- Provide regular updates and reports to stakeholders on the progress and outcomes of digital projects.
- Review performance & services in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Shape strategic direction of own area of responsibility, planning and organising activities of others over many months, considering the implications now and in the longer term, to support School/Division/Department/Sub unit objectives.
- Interact with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input.
- Represent the University externally in sector groups and in negotiations.
- 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.

Essential Criteria

Skills and knowledge required for the position

- Strong understanding of digital technologies and trends, including cloud computing, mobile applications, and data analytics.
- Familiarity with digital platforms and tools, such as content management systems, customer relationship management systems, and learning management systems.
- Excellent communication and interpersonal skills, with the ability to build rapport and influence stakeholders at all levels of the organisation.
- Strong problem-solving and critical-thinking abilities, with a focus on delivering practical and innovative solutions to complex challenges.
- Knowledge of project management principles and methodologies, with experience in managing digital projects from initiation to completion.
- Demonstrated experience and expertise in the management of significant human and material resources, or postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of the University, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated experience working with and influencing senior management.
- Demonstrated experience managing and controlling budgets/resources/funding and an understanding of financial management procedures.
- Demonstrated experience developing innovative solutions and contributing to strategic planning.

Capabilities required to be successful in the position

- **Strategic Thinking:** Ability to think strategically and align digital initiatives with organisational goals and objectives.
- **Collaboration:** Proven ability to collaborate effectively with cross-functional teams and stakeholders to achieve common goals.
- **Innovation:** Demonstrated creativity and innovation in identifying and implementing digital solutions that drive business value.
- **Adaptability:** Flexibility and adaptability to navigate change and ambiguity in a dynamic organisational environment.
- **Customer Focus:** Commitment to understanding and meeting the needs of internal and external customers through digital solutions and services.
- **Continuous Learning:** Desire to stay abreast of emerging technologies and industry trends to maintain a competitive edge in the digital landscape.
- Ability to work collaboratively 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 – generating ideas and recommending solutions to local and organisational problems.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

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.

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

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.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials: Date:

