

Position Description

Senior Manager, IT Governance

Position No:	New
Business Unit:	Chief Operating Officer (COO)
Division:	Information Systems
Department:	Digital Strategy and Engagement
Classification Level:	HEO10
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 Senior Manager, IT Governance at La Trobe University plays a crucial role in establishing and maintaining robust IT governance frameworks that support the university's strategic objectives. Reporting directly to the Director, Digital Strategy and Engagement, this position is responsible for overseeing the development and implementation of governance policies, procedures, and standards. The Senior Manager will ensure that the university's IT systems and data management practices comply with relevant regulations and best practices, facilitating secure, efficient, and effective use of data and technology across the institution.

This role involves significant collaboration with various stakeholders, including senior management, academic departments, and administrative units, to promote a culture of compliance and data-driven decision-making. The role requires close collaboration with the Associate Director, Information Management - Data Management and Engineering.

Duties at this level will include:

Strategic Leadership and Planning

- Develop and implement IT governance strategies aligned with the university's overall strategic goals and regulatory requirements.
- Lead the creation and maintenance of governance frameworks, policies, and procedures to ensure data integrity, security, and compliance.
- Provide expert advice and strategic support to university departments on IT and data governance matters.

Governance Implementation and Oversight

- Oversee the implementation of IT governance initiatives, ensuring adherence to established standards and practices.
- Monitor and report on compliance with governance policies, identifying and addressing any areas of risk or non-compliance.
- Conduct regular audits and assessments to ensure the effectiveness of governance controls and procedures.

Stakeholder Engagement and Communication

- Engage with key stakeholders to promote awareness and understanding of IT governance policies and their importance to the university.
- Facilitate training and development programs to enhance stakeholder capabilities in governance practices.
- Represent the university in external forums and working groups related to IT governance.

Team Management and Development

- Lead, manage, and mentor a team of governance professionals, fostering a culture of excellence and continuous improvement.
- Set performance objectives, conduct regular reviews, and provide constructive feedback to team members.
- Identify and support professional development opportunities for the team to enhance their skills and knowledge.

Resource Management and Budget Oversight

- Manage the budget for IT governance initiatives, ensuring efficient allocation of resources.
- Oversee the procurement of tools and services necessary to support governance activities.
- Ensure financial accountability and transparency in all governance-related expenditures.
- Develop and review major policies, objectives, programs or strategies involving high level liaison with internal and external stakeholders, including framing relevant internal consultation and negotiation strategies.

- Responsible for programs involving major change which may impact on other areas of the institution's operations.
- 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

- Extensive knowledge of IT and data governance frameworks, standards, and best practices.
- Proficiency in data management, information security, and compliance tools and technologies.
- Strong understanding of regulatory requirements related to data privacy and protection, such as the Australian Privacy Principles (APPs) and GDPR.
- Excellent leadership and management skills, with the ability to inspire and motivate a team.
- Strong analytical and problem-solving abilities, with a focus on practical and effective solutions.
- Exceptional communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Experience in project management, with a track record of delivering governance initiatives on time and within budget.
- 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.
- Highly developed knowledge of the principles, theory and practice of the area of responsibility and an awareness of broader developments relevant to the University.
- Awareness of likely effect of change in economic, social and governmental and technological environment.
- Awareness and understanding of the activities, objectives and strategic direction of the University, both current and future, in a global context.

Capabilities required to be successful in the position

- **Strategic Vision:** Ability to develop and communicate a compelling vision for IT and data governance, aligning with the university's strategic objectives.
- **Leadership and Team Management:** Demonstrated ability to lead, manage, and develop a high-performing team, fostering a culture of collaboration and continuous improvement.
- **Technical Expertise:** Deep technical expertise in IT and data governance, with the ability to design and implement robust governance frameworks and practices.
- **Stakeholder Engagement:** Strong stakeholder engagement and communication skills, with the ability to build relationships and influence decision-making at all levels of the organisation.
- **Problem-Solving and Decision-Making:** Excellent problem-solving and decision-making abilities, with a focus on delivering actionable insights and driving informed decision-making processes.
- **Compliance and Risk Management:** Thorough understanding of compliance and risk management principles, with the ability to ensure adherence to regulatory requirements and mitigate risks.
- 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 local and 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.

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: