

Position Title	Executive Officer (Digital Health and Innovation)
Group/Portfolio	Health
Classification	HEW 7
Position Number	00064189
Reports To	Director of Digital Health and Innovation
Employment Type	Continuing

1.0 Position Purpose

The Executive Officer provides high-level strategic, operational, project and systems support to the Director, Digital Health and Innovation. The position supports the coordination and implementation of strategic digital health, innovation and capability initiatives across the Health Group.

The position plays a key enabling role in translating portfolio priorities into structured implementation activities, improving workflow and reporting processes, supporting evidence-informed decision-making, and maintaining visibility of key deliverables across a complex academic, clinical and professional environment.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with at least four years' relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide high-level strategic, operational and project support to the Director, Digital Health and Innovation, including coordination of portfolio priorities, implementation activities, reporting requirements and decision-making processes.
- Coordinate implementation activities associated with the Health Group Digital Health and Innovation agenda, including digital health capability, AI-enabled education, curriculum innovation, accreditation, assurance and continuous improvement initiatives.
- Undertake and manage complex project work, including coordinating expertise across the University, managing timelines and deliverables, monitoring project progress, and supporting effective engagement with academic, professional, clinical and external stakeholders.
- Undertake research and analysis on complex matters and prepare recommendations, reports, guidelines, briefings, discussion papers, strategy papers, presentations and implementation updates for senior leadership.
- Develop, document and implement complex systems, procedures and workflows that

support efficient portfolio delivery, including digitally enabled workflow improvement, reporting pipelines, project tracking and governance processes.

- Support accreditation, assurance, compliance and evaluation activities relating to digital health capability, innovation initiatives and education quality improvement.
- Liaise with HR, Finance and relevant organisational units in relation to policies, procedures, appointment processes, recruitment activities, resource management and operational requirements.
- Identify business development, partnership and innovation opportunities that align with the objectives of the Digital Health and Innovation portfolio.
- Supervise or coordinate administrative and project operations where required, including allocation of work, induction, training, performance support and monitoring of outputs.
- Undertake other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity, health and safety, privacy, information governance and ethical conduct.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times in a way that reflects fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).