

Position Title	Chief Digital Officer
Group/Portfolio	Corporate Services – Digital Solutions
Classification	Senior Manager
Position Number	00041145
Reports To	Chief Operating Officer
Employment Type	Fixed Term

1.0 Position Purpose

The Chief Digital Officer is the most senior information technology professional in the University and leads a team of more than 300 staff to deliver a client centric IT service to all employees. The Chief Digital Officer is a member of the Corporate Services senior leadership team and a key adviser to the University's Executive Group.

A primary function of the Chief Digital Officer is creation and execution of the University's IT and Digital strategy, a key enabler of the University strategy. To deliver on this, the Chief Digital Officer leads and directs the overall Digital Solutions team to ensure that the full range of high quality and effective information and technology services are provided in a timely and efficient manner to meet client expectations. Important dimensions of the role will be enabling digital change and transformation, enhancing cyber resilience, impactful partnering and disciplined IT value management.

This is a critical position for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and manage the prevent, detect and report controls of their function effectively.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in the information technology and systems field and/or relevant extensive experience demonstrating the skills, knowledge and expertise appropriate to the functions of the role.

3.0 Key Responsibilities

- Aligned to the University Strategic Plan and supporting the Corporate Services strategy, develop and execute a strategic plan for Digital Solutions. Defining and reporting on metrics that represent key performance indicators for the function and measure progress towards attainment of best practice service and solutions is critical.
- Ensuring a sustainable, high performing and client centric team of accountable information and technology professionals supported by good

policy and effective processes. Work closely and in alignment with peer level service Directors to champion a culture of seamless Corporate Services.

- In collaboration with the University Executive, ensure a contemporary digital vision, strategy and roadmap for the enterprise. Identify the opportunities for digital capabilities and solutions that will enable the University mission and strategy while ensuring that the enterprise is developing the digital assets and capabilities needed to be sustainable.
- Ensure a contemporary and effective IT operating model, value delivery framework and organisational structure that supports the timeliness, quality and efficient delivery of digital initiatives.
- Act as a champion and change agent in the organisational changes required to create and sustain enterprise digital capabilities. Partner with Human Resources to build digital talent in the enterprise.
- Build and maintain relationships at all levels of the organisation, as well as with industry bodies, vendors and technology analysts to remain current and proactively influence digital and technology advancement.
- Lead a team in the delivery of information and technology support services. Establish and action mitigating strategies against information and cyber security risks that threaten university assets.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- 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 to reflect 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](#).