

# POSITION DESCRIPTION



## Director, Artificial Intelligence

### POSITION DETAILS

Position Title	Director, Artificial Intelligence
Classification	SENIOR
Position Number	7016409
School/Office	Data Office
Division	Operations

### POSITION PURPOSE

The Director, Artificial Intelligence (AI) provides enterprise leadership for the safe, appropriate and effective development of artificial intelligence capabilities and across Western Sydney University. The role leads the implementation of Western's Integrated AI strategy, bringing together AI transformation, governance, enablement, readiness, technology and operational delivery into a single coordinated approach. Western's strategy is being developed as an integrated framework that connects exploration, enablement and enterprise delivery to ensure AI is adopted safely, at scale and with clear business value. The Director will lead the dedicated AI Enablement Team, providing expertise, technical leadership and operational support for implementation of the AI Governance and Enablement Framework, Action Plans and Use Case Portfolio.

### STRATEGIC CONTEXT

Western is pursuing a human-centric approach to AI, positioning the University as a digital leader with a *people-first approach* and ensuring AI is guided by human judgement, intuition, connection and empathy. Western's integrated AI strategy is organised around three connected streams:

- Transformation Roadmap — exploration and value creation through the delivery of high-value AI initiatives, and use cases across teaching, research, operations and community engagement (Microsoft CoPilot Adoption Roadmap).
- AI Governance and Enablement Framework — a fit-for-purpose approach to AI enablement and governance, anchored to six universal AI principles.

- Readiness and Responsiveness — to support the development and implementation of capability uplift initiatives for students, staff and stakeholders, and to ensure organisational capabilities are fit for purpose to deliver safe, reliable and scalable.

The Director will work across these streams to connect innovation to execution, balance speed with trust, and embed AI as a core enterprise capability rather than a series of disconnected experiments.

## KEY ACCOUNTABILITIES

- Lead Western's integrated AI strategy by connecting transformation, governance, change, capability uplift, readiness, technology and operations into a coordinated enterprise approach that enables AI adoption safely, at scale and with clear business value.
- Drive AI transformation across student success, research impact, staff productivity and community engagement, ensuring AI initiatives support Western's ambition to move from digital adopter to digital leader.
- Operationalise the AI Governance and Enablement Framework, embedding responsible AI principles, policy, risk management, AI registry, shadow AI, checklists, privacy, cyber security, data governance, AI lifecycle controls and compliance requirements.
- Establish, manage and deliver a prioritised AI Use Case Portfolio across curriculum, research and operations, track benefits, manage risks, in particular to advise on and deliver Generative and Agentic AI capabilities and solutions aligned with Western's strategic and operation goals.
- Build AI capability, readiness and adoption across the University through AI literacy, communities of practice, communications, practical resources and support for safe and responsible use by staff, students and stakeholders.
- Lead the AI and Automation Team and enterprise AI delivery capability, providing technical leadership, operational support and scalable AI solutions across curriculum, research and operations, underpinned by secure enterprise platforms such as Microsoft 365 and Copilot.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in artificial intelligence, data science, computer science, information technology, digital transformation or a related discipline; postgraduate qualifications or equivalent senior professional experience will be highly regarded.
- Extensive leadership experience in artificial intelligence, automation, data, analytics, digital transformation or emerging technology in a complex organisation, with demonstrated ability to translate strategy into enterprise-wide programs, action plans and measurable outcomes.
- Advanced technical skills and knowledge across AI technologies, machine learning, generative AI, automation, cloud platforms, enterprise architecture, data governance, cyber security, privacy, AI lifecycle management and scalable technology delivery.
- Highly developed stakeholder engagement, communication and influencing skills, with proven ability to work effectively with senior executives, academic leaders and professional staff to build capability and readiness across distributed and diverse communities of practice.
- Strong governance, risk and assurance capability, including demonstrated understanding of safe, appropriate and effective use of AI, principles, regulatory compliance, transparency, fairness, accountability, and risk management in high-impact environments.

- Demonstrated people, projects and change leadership, including experience building and leading multidisciplinary teams, developing organisational capability, supporting adoption and training, and fostering a culture of safe, responsible, agile and innovative AI-enabled practice.

## KEY RELATIONSHIPS

- This position reports to: Chief Data Officer
- Key internal relationships:
  - Senior Executive and Executive Leadership
  - Provost and Executive Deans
  - DVC Education and Students, and PVCs
  - DVC Engagement
  - PVC Research
  - Operations Division Chiefs, Executive Directors and Directors
  - Advisory and Governance Committees
- Other stakeholders, project practitioners and vendors and distributed communities of practice

## CHALLENGES

- Balancing innovation with responsible governance, ensuring Western can move quickly on AI opportunities while maintaining appropriate controls for risk, ethics, privacy, cyber security, compliance and human oversight.
- Moving from fragmented experimentation to coordinated enterprise adoption, aligning AI initiatives across curriculum, research, operations and technology so they deliver measurable institutional value.
- Managing risks associated with shadow AI and unsanctioned tools, including data leakage, privacy breaches, cyber security exposure, bias, lack of transparency and inconsistent use of external AI platforms.
- Building trust, confidence and capability across staff and students, ensuring AI adoption is human-centred, practical, inclusive and supported by clear guidance, training and communications.
- Scaling AI solutions safely and sustainably, ensuring AI platforms, use cases and automation initiatives are secure, reliable, interoperable, well-supported and aligned to enterprise architecture and operational requirements.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System

- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by: Chief People Officer**

**Date: 05/06/2026**