

# POSITION DESCRIPTION

<b>Title:</b>	Lead, Enterprise Digital Futures	<b>Position no:</b>	7002
<b>Level:</b>	IBA Level 7 (Starting at \$141,819 – skills and experience reflected in final TRP)	<b>Last updated:</b>	August 2022
<b>Location:</b>	Any major capital city (excluding Tasmania)	<b>Term:</b>	3-year Term, with possibility of extension
<b>Program:</b>	Business Services		
<b>Section:</b>	Digital Transformation		
<b>Context:</b>	<p>Indigenous Business Australia is a unique organisation that promotes and encourages self-management, self-sufficiency and economic independence for Aboriginal and Torres Strait Islander people.</p> <p>Established under the <i>Aboriginal and Torres Strait Islander Act 2005</i>, IBA's programs provide the means for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes.</p> <p>It achieves these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p>		
<b>Role:</b>	<p>Lead, Enterprise Digital Futures is a critical leadership and strategic role that requires a high level of ICT knowledge and expertise and a good understanding of future digital developments over a 3-5 year horizon. The successful applicant will also have advanced project management skills and experience across a portfolio of transformation and business change programs. The position will report to the Executive Director, Business Services, and partner with a wider stakeholder group to take a whole of organisation view.</p> <p>This role is responsible for the successful delivery of multiple, concurrent, enterprise-wide digital improvement projects, from ideation, business case justification and through to completion. In addition, you will be expected to deliver the development of a digital transformation/evolution strategy and assisting to embed an innovation culture.</p> <p>A primary responsibility is to work closely with business teams to identify areas for improvement that enhance customer experience and are aligned to both the company and business units' strategic goals to set-up the organisation for future success. This includes understanding the needs of IBA's internal stakeholders and customers, outlining options to ensure these needs are met and finally ensuring the delivery provides an exceptional customer experience. The program will include transforming processes, systems and/or culture and may involve embedding new infrastructure to achieve end state.</p> <p>The Lead, Enterprise Digital Futures uses creative thinking, consulting, process improvement and problem-solving skills to help scope, size, recommend, and deliver strategic opportunities for improvement ensuring from a commercial aspect the benefits are realistic, achievable and in line with the investment.</p>		

**Duties:**

- Work with key stakeholders to develop and maintain IBA's Digital Transformation/Evolution Strategy and for securing a future-fit digital environment across the business that meets industry and Government guidelines.
- Provide leadership in developing, communicating and implementing the digital roadmap required to achieve the transformation strategy, including an organisation wide prioritisation framework for digital initiatives/projects.
- Develop centre of excellence in Enterprise Architecture and PMO practices needed to support the delivery of the strategy and roadmap initiatives.
- Adhere to good governance modalities to delivery high quality programs within agreed budgets and timelines.
- Deliver projects according to plan, with predictability and confidence.
- Collaborate closely with Director ICT across all pipeline projects and broader ICT priorities
- Manage all projects assigned to the Digital Pipeline and report on key metrics that drive performance and decision making.
- Maintain communication with Board, Executive and Senior Management on project health, and update all stakeholders on progress, accountabilities, issues, and risks.
- Leverage business and transformational subject matter expertise to design digital solutions that align with strategic objectives, support business goals and delivery efficiency gains to reduce costs to operational areas while improving the experience for our customers.
- Be the IBA subject matter expert for digital transformation delivery
- Other duties as required.

**Required capabilities: Skills, experience and qualifications**

University degree in computer science, science, business administration or an equivalent qualification with relevant extensive work experiences.

Advance program management qualifications with demonstratable experience of delivering multiple ICT/digital programs/projects simultaneously to budget and timeline.

- **Leadership**
  - Ability to lead change, creating a shared sense of purpose, innovation to drive and deliver high performance.
  - Ability to provide high level technical advice to managers and employees with well-developed skills in managing multiple demanding tasks.
  - Contemporary and versatile leadership style that balances nurturing and cultivation of potential, and a high sense of accountability
- **Operational Excellence**
  - Extensive experience of customer-facing work in Digital/IT and/or business functions
  - Thorough understanding of Demand/Program/Project Management methodologies as well as essential technological concepts.

- Manage end-to-end projects with a strong emphasis on program governance, quality of end product and timeliness
  - Proven skills to communicate accurately and succinctly in writing and verbally. Indicators of this capability include confidence in drafting written records such as Steering Committee minutes, program plans, reports and presentations.
  - Ability to identify areas of improvement and promote current best practices
- **Stakeholder Management**
    - Sound interpersonal skills demonstrated by abilities to build and maintain effective working relationships with people at all levels and across all areas of the project.
    - Courage of conviction and holding people to account.
    - Have the presence and gravitas to gain immediate credibility with the Executive Management Team and key stakeholders.
    - Ability to drive a strong sense of internal customer service across the team.
- **Change Management**
    - Lead transformational change to develop an innovation culture, deliver business and customer outcomes, engage IBA personnel and create operational efficiencies.
    - Manage the project transition into service for both business and IT operations.
    - Understand the ITIL change management process to control risk and minimise disruption to associated IT services and business operations.
    - An appreciation of how IBA engages and supports its customers.

Reference documentation: [www.iba.gov.au](http://www.iba.gov.au)

- About Us - Our Values
- About Us - Working at IBA
- About Us - News and Publications - Annual Reports

Further enquiries: email: [askhr@iba.gov.au](mailto:askhr@iba.gov.au)

Applications: email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words addressing the required capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing Date: **31 August 2022. (This opportunity will remain open only until the successful candidate is found.)**