

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Transformation Strategy Manager
Position Grade	M - Manager
Category	Managerial
Campus/Unit	Sarawak Campus – Pro Vice-Chancellor and Chief Executive Officer (Sarawak)'s Office
Term of Appointment	Fixed-term appointment
Effective Date	March 2025

Position Purpose

The position is an administrative position at Sarawak Campus. The position reports to Pro Vice-Chancellor and Chief Executive Officer (Sarawak) and will be responsible for driving strategic initiatives, managing strategic projects, and fostering collaboration across key areas within the University. This position supports the PVC & CEO (Sarawak) in aligning transformation strategies with the University's vision and campus plan, and other long-term objectives.

The role requires expertise in change management, strategic planning, stakeholder engagement, and data-driven insights, ensuring that transformation initiatives are effectively implemented and monitored. The position will develop tools, processes, and resources that empower teams to deliver high-impact outcomes while ensuring seamless integration across the University's portfolios.

Participation on Committees

The position will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This position's supervisor/manager</u>	PVC&CEO (Sarawak)
<u>This position's subordinates</u>	Assistant Manager(s), Executive(s), Officer(s) and other assigned team members

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position's activities.

Key Responsibility Areas		
1.	LEADERSHIP	<ul style="list-style-type: none"> Lead cross-functional transformation projects to ensure alignment with the University vision, campus plan and university-wide objectives. Provide high-level strategic advice on emerging digital transformation trends in higher education Support the planning, development and execution of strategic roadmaps for policy reforms, strategic programs, and technology innovation. Conduct highly complex research and reviews related to the University transformation initiatives. Provide strong leadership, supervise, encourage and support the work of subordinates within the Office, including setting professional standards for the staff. Ensure that staff within the Office are properly trained and provide guidance for them to carry out their duties effectively and efficiently. Plan and set performance goals for the staff within the Office and monitor performance of the staff within the Office. Provide leadership in the support of developing staff skill sets and certification competencies in relevant areas, aligning with the University's direction.
2.	STRATEGIC MANAGEMENT	<ul style="list-style-type: none"> Develop and implement strategic change management strategies to support strategic and operational transformation. Facilitate strong collaboration across the University and units to enhance operational efficiencies and stakeholder engagement. Lead internal communications efforts to ensure alignment between the University leadership and key stakeholders including Swinburne Melbourne. Support building strong relationships with Swinburne Melbourne, government agencies, industry partners, and academic institutions to advance transformation efforts. Provide strong technical and management leadership, direction, and expertise in the area of strategic management and leadership to the University to ensure that its goals, policies and operations are supported effectively and efficiently. Able to develop and prioritise strategic strategies to meet the growing needs of the University. Plan, manage and carry out digital transformation projects for the University, including project planning, execution, progress reporting, etc. Develop annual and mid to long-term unit budgets for operational and capital expenditures, ensuring sustainable resource planning of the Office.
3.	STRATEGIC PROJECT MANAGEMENT AND BUSINESS INTELLIGENCE	<ul style="list-style-type: none"> Plan and manage large-scale strategic projects, including timelines, resource allocation, and reporting outcomes. Develop business cases, impact assessments, and feasibility studies for new transformation initiatives. Utilise data-driven decision-making to assess performance metrics, identify gaps, and recommend improvements. Ensure compliance with University policies and regulations in strategic project execution. Plan, organise, lead, and monitor the implementation and effective operation of the strategic activities and projects. Ensure that the strategic projects and activities planned are in accordance with government rules and regulations. Provide project management advice and expertise as required.
4.	SETTING OF DIRECTION	<ul style="list-style-type: none"> Lead the review and improvement of University policies, frameworks, and procedures related to transformation strategies.

Key Responsibility Areas		
		<ul style="list-style-type: none"> Identify and address operational inefficiencies across various units and recommend data-backed solutions. Implement best practices in higher education governance, industry collaboration, and digital transformation.
5.	RESOURCE AND RISK MANAGEMENT	<ul style="list-style-type: none"> Oversee the allocation of resources for transformation projects, ensuring financial and human capital sustainability. Identify potential risks and dependencies, implementing mitigation strategies to ensure project success. Manage external partnerships for co-delivery of major strategic initiatives. Ensure that accurate information is available for use by the Executive Group, Board Committees, Board of Directors and University Council. Be proactive in finding solutions for any problems relating to strategic matters and improve work and execution efficiency. Ensure resources, both financial and human capital, are planned, managed, and prioritised effectively and strategically.
6.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> Ensure transparency and accountability in transformation projects through effective reporting mechanisms. Liaise with relevant government authorities and statutory bodies to comply with the rules and regulations. Liaise and interact with other external parties, such as government agencies and Swinburne Melbourne, on relevant strategic matters. Ensure good communication interaction with internal parties, and stakeholders including Swinburne Melbourne to ensure issues are actively managed and resolved.
7.	STAKEHOLDERS ENGAGEMENT	<p>Demonstrate Swinburne Values, including:</p> <ul style="list-style-type: none"> Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the branch campus university and main campus in accordance with organisational expectations. Implement high-quality processes that document, assess, improve and deliver favourable service performance. Be accessible for stakeholder enquiries and respond to stakeholders in a timely manner. Ensure the staff provide a friendly, helpful and responsive service to internal and external stakeholders Providing accurate information, educating and advising the staff on the University policies and procedures. Respond to any queries in a timely and polite manner.
8.	REPORTS	<ul style="list-style-type: none"> Prepare high-level reports, presentations, and strategic papers for executive leadership, including the Executive Group (EG), Board of Directors, and University Council. Prepare and provide accurate reports on the relevant information as and when needed by the Management.
9.	AUTHORITY	<ul style="list-style-type: none"> Plan, manage, and approve Office expenses in accordance with the University budget. Approve annual leave, overtime, travelling, and other claims within the Office. Recommend travelling, training and development, and promotion of the staff within the Office as appropriate. Ensure proper authorisation is obtained in accordance with the University policies and procedures. Other authority mandated by the University's policies and procedures.
10.	OCCUPATIONAL SAFETY AND HEALTH (OHS)	<p>Support management in the implementation and improvement of OHSMS and ensure that Office operations are in compliance with relevant OHS legislation and rules.</p>

Key Responsibility Areas		
11.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values. • Advocate for inclusive practices within transformation initiatives, ensuring alignment with Swinburne's Diversity and Inclusion strategies.
12.	OTHER DUTIES	Any other duties as and when is required by the PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	A Bachelor's degree in a relevant discipline such as Business, IT, Data Science, Public Policy, Strategy, or Change Management, or equivalent professional experience from a recognised institution.	Essential
2.	Recognised postgraduate studies or certifications in any of these areas: strategy management, data science, project management, and any other relevant domains.	Essential

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential/ Highly Desirable / Preferable
1.	At least five (5) years of relevant working experience in in strategic transformation leadership, particularly in higher education, industry engagement, or public sector strategy, and compliance frameworks.at least two (2) years of experience in a leadership role.	Essential
2.	Strong project management experience, with a track record of leading complex, cross-functional initiatives.	Essential
3.	Demonstrated ability to provide high-level strategic advice, conduct policy analysis, and prepare reports for senior executives.	Essential
4.	Expertise in data analysis and business intelligence tools to inform decision-making.	Essential
5.	Experience in change management methodologies, including developing and executing strategic frameworks.	Essential
6.	Exceptional stakeholder management skills, with experience in government relations, industry partnerships, or international engagement.	Essential
7.	Strong understanding of university governance structures, operation functions and project execution.	Essential
8.	Experience in executing strategic projects or enterprise risk management projects on an enterprise level.	Essential
9.	Have excellent interpersonal and organisational skills, pleasant personality, and a good team player.	Essential
10.	Experience in developing and managing financial and human resources to ensure sustainability, aligning with university objectives.	Essential
11.	Have experience in developing, managing and motivating staff and managing stakeholders	Essential
12.	Experience in good report writing skills, business analysis, risk assessment, and able to make sensible and logical recommendations.	Essential
13.	Some working experience in higher education institutions will be highly desirable.	Highly Desirable
14.	Knowledge of digital transformation trends, strategic change management, and operation innovation.	Highly Desirable
15.	Have experience in formulating the policies and procedures of strategic transformation, enterprise risk management and legal compliance	Highly Desirable

Applications:

The application must also include a **separate document addressing each applicable element of the Key Selection Criteria** (as listed in Section C above).