

POSITION DESCRIPTION

Position Title	National Manager, AI Lead		
Organisational Unit	Information Technology		
Functional Unit	Digital Innovation and Change		
Nominated Supervisor	Associate Director, Digital Innovation & Emerging Technology		
Classification	HEW 10		
CDF Level	CDF2M	Position Number	10613434
Attendance Type	Full Time	Date reviewed	22-MAY-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT INFORMATION TECHNOLOGY

Operating within the ACU's Corporate Services Portfolio, the Information Technology Directorate's core purpose is to deliver and manage the technology capabilities required to enable learning, teaching, research and business support functions across ACU to achieve their strategic and operational objectives and to foster a culture of digital innovation that enables the advancement of ACU's offer and execution, student experiences, and its industry partnerships.

The Information Technology Directorate is led by the Chief Information and Digital Officer (CIDO) and a leadership team of five direct reports, each representing distinct areas of focus required to realise its purpose, PD_National Manager, AI (AI Lead)

namely, Enterprise Capabilities, Data Excellence, Cyber Security, Service Delivery, and Digital Innovation & Change.

ABOUT DIGITAL INNOVATION AND EMERGING TECHNOLOGY

Digital Innovation and Emerging Technology at ACU plays the role of bridging academic mission, institutional strategy, and information technology by identifying, experimenting with, and scaling new digital capabilities that enhance teaching, research, and operations. It operates as a forward-looking function within IT, working collaboratively across faculties, business units, and central services to explore emerging technologies-such as AI, data platforms, immersive learning tools, and automation-while translating them into practical, ethical, and sustainable solutions.

Rather than focusing solely on day-to-day service delivery, this function scans the technology landscape, pilots innovative use cases, manages risk, and embeds successful innovations into enterprise systems and ways of working, ensuring the university remains adaptable, student centred, and competitive in a rapidly evolving digital environment.

POSITION PURPOSE

The National Manager, AI (AI Lead) will provide strategic leadership and expert guidance to drive the university's adoption and responsible use of artificial intelligence. As the senior AI practitioner within ACU, this role will shape, architect and oversee the development of enterprise-grade AI capabilities that enhance student, staff and researcher experiences, improve operational efficiency, and unlock new opportunities for innovation across the university.

Operating as both a strategic advisor and delivery enabler, the AI Lead will coordinate AI discovery activities, manage technical oversight of solution delivery, support capability uplift across the organisation, and ensure that ACU's AI ecosystem remains current, safe and fit for purpose. The role fosters a culture of innovation, responsible experimentation and continuous improvement, while ensuring AI initiatives deliver measurable value and contribute to ACU's long-term digital maturity.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Lead the identification, assessment and prioritisation of high value AI opportunities across ACU, ensuring alignment with strategic objectives.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Architect scalable, secure and compliant AI solution designs that support enterprise needs, responsible AI principles and long-term platform maturity.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Oversee end to end AI initiative delivery, providing technical leadership, guidance and quality assurance to internal and vendor delivery teams.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Establish and maintain AI governance, standards, patterns and best practice frameworks to ensure safe, ethical and repeatable AI adoption.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Lead AI discovery engagements and collaboration with academic, research and professional stakeholders to shape requirements and drive informed decision making.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Guide and uplift AI capability within the AI & Automation team through coaching, mentoring and fostering a culture of innovation and experimentation.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Partner with internal IT teams (data, cyber, enterprise architecture, service delivery) to ensure AI solutions integrate seamlessly with core platforms and adhere to technology standards.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Engage senior stakeholders and communicate AI solution value, risks, feasibility and business impact in clear, accessible terms.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Monitor AI solution performance, risks, adoption and business value, ensuring solutions remain effective, supported and aligned with evolving organisational needs.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Build and manage strategic vendor and partner relationships related to AI platforms, tools and delivery capability, ensuring shared outcomes are achieved.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will require expert knowledge across a range of different areas and has the capacity to make decisions on behalf of the organisation.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Experience - Demonstrated leadership in designing and overseeing delivery of enterprise grade AI solutions. • Knowledge - Strong understanding of AI architecture, governance, responsible AI principles, and contemporary AI/ML technologies. • Skill - Demonstrated ability to translate complex AI concepts into clear, actionable insights for senior stakeholders. • Experience - Proven history of guiding multidisciplinary teams and vendors through AI or automation initiative delivery. • Qualification - Tertiary qualification in Computer Science, Engineering or related discipline, or equivalent professional experience. • Skill - Proficiency with cloud-based AI platforms (preferably Azure AI services) and related integration patterns. • Knowledge - Understanding of data readiness, security, ethical considerations, and compliance requirements for AI in an enterprise environment. • Skill - Strong analytical and problem-solving abilities, including framing AI use cases and assessing feasibility and business impact.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

