



Position Description

Digital Project Partner



Welcome to our School

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

*zero tolerance for child abuse



Position details

Position title	Digital Project Partner
Campus location	Keysborough
Reports to	Head of Business Improvement and Planning
Manages others	No
Salary range	\$109,200 (Full Time FTE) + 12% superannuation
Employment Details	Full-Time, Fixed Term (21 Months)

The Business Improvement and Planning (BIP) Team at Haileybury is a key business unit driving organisational change across the school. We are dedicated to fostering innovation and excellence in education through continuous improvement and strategic initiatives.

We are looking for a talented and dynamic Digital Project Partner with a particular passion for digital transformation to join the BIP department and support the successful delivery of a major project to enhance operational effectiveness.

This role combines both business analyst and project management responsibilities. You will play a key role in driving organisational transformation through strategic analytical insight and delivering impactful projects across the school's digital program of work. This will include the responsibility for managing a major project, effective stakeholder engagement, and the integration of process improvements to deliver value to Haileybury.

To guide how this role delivers digital change at Haileybury, the Digital Project Partner aligns all work to the School's Magenta Principles:

Magenta Principle	What this means for digital change
Every student matters every day	Digital changes prioritise learning by protecting teaching time, reducing friction, improving accessibility, and supporting diverse learning needs.
Every staff member matters every day	Digital Improvements reduce administrative workload, respect teacher time, improve usability, and strengthen support.
Effective practices support sustainability	Solutions are underpinned by clear governance, documented processes, strong data standards, scalable training, and measurable outcomes.
One inclusive community	Digital experiences are consistent across campuses, designed inclusively, and enable transparency and meaningful two-way communication.



Responsibilities

Project Management and Delivery

- Strategic support to the Head of BIP in overseeing the delivery and implementation of key projects and programs.
- Partner closely with stakeholders to define outcomes, develop project objectives, and coordinate timelines across projects.
- Develop and manage high-quality project documentation, including contracts, detailed project plans, status updates, meeting materials, and running workshops.

Business Analysis and Improvement

- Conduct comprehensive analysis of existing business processes to identify inefficiencies and propose process improvements.
- Ensure that improvements are fit-for-purpose and incorporate human-centered design principles for user-friendly outcomes.
- Gather, validate, and document business requirements with meaningful user stories to support system and process integration.
- Work with business stakeholders to solve identified problems and facilitate testing to ensure the successful implementation of improvements.

Stakeholder Engagement

- Build and maintain strong, productive relationships with stakeholders across various levels of the School.
- Ensure the alignment of stakeholder needs with project deliverables and foster a culture of collaboration throughout the project lifecycle.
- Identify and understand the decision-making landscape: school leadership, heads of learning areas, ICT, wellbeing, and operations.
- Understand the cadence of a school year (terms, reporting, exams, peak workload points) to plan change safely.

Key selection criteria

Analysis and Problem-Solving

- Creative and collaborative problem-solving skills.
- Ability to perform research and analysis based on project requirements.
- Experience in gap analysis of functional needs versus system capability.
- Proven experience in reviewing and improving processes and systems.
- Diverse knowledge and skillset in both business and process analysis.

Human-Centered Design

- Understanding of human-centered design principles.
- Ability to apply these principles to create user-friendly solutions.
- Experience gathering user feedback, prototyping, and iterating on solutions.



Time Management and Teamwork

- Ability to prioritise work and meet stakeholder needs.
- Strong building and collaborative working relationships across cross-functional teams.
- Excellent verbal, written, and interpersonal communication skills.

Project Delivery

- Experience in collecting, analysing, and reporting project data.
- Skill in developing viable and persuasive project documentation.
- Ability to support project deliverables through communication and planning.
- Capability in identifying project risks and management strategies.

Stakeholder Management

- Ability to monitor stakeholder satisfaction and manage issues constructively.
- Proven ability to deliver successful project outcomes through effective stakeholder management.
- Strong understanding of turf science, irrigation, soil preparation, and pitch performance.
- Ability to work independently and manage time effectively, especially during peak match times.
- Flexibility to work early mornings, weekends, and public holidays as required to match schedule.

Personal qualities

The BIP Department are passionate about delivering change at Haileybury through project management. The personal qualities we look for in our team members are:

- Connectedness - By driving projects through establishing trust and building relationships – not exclusively through driving tasks.
- Accountable - By saying what we will do and doing what we say we will.
- Adaptable - By seeing and embracing opportunity in change.
- Helpful - Through recognising that through pitching in we deliver value and benefit to others.
- Respectful - Of differing perspectives and how these add value to outcomes – embracing these with an open mind.
- Transparent - By communicating with openness and honesty.
- Committed - To relentlessly achieve the best outcome possible.
- Driven by “why” - By both asking and answering “why” to drive mutual understanding.

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands



- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments with variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 6.00 am to 6.00 pm, Monday to Saturday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.



We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified by: People & Culture. March 2026