

# Position description

Greater together 

Position title:	Agile Capability Lead
Institute/School/Centre/ Directorate/VCO:	Digital Channels and Strategy
Campus:	Mt Helen or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Reason for fixed term:	Specific task or project
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Marius Jones, Director, Digital Channels and Strategy Email: <a href="mailto:marius.jones@federation.edu.au">marius.jones@federation.edu.au</a>
Recruitment number:	JR101306

## Position summary

The Agile Capability Lead enables organisation-wide agility by fostering a culture of continuous improvement and modern ways of working across Federation University. The role focuses on uplifting capability, aligning delivery practices to strategic priorities, and embedding scalable Agile frameworks to drive better outcomes and organisational performance.

Partnering with professional staff across the University to embed Agile practices, ensuring digital initiatives are delivered effectively and aligned with strategic priorities, providing leadership and expertise in Agile transformation, uplifting digital capability and enabling the successful delivery of complex, multi-stakeholder initiatives.

## Portfolio

The Chief Learner Experience Office is responsible for the Student Experience from pre- admission through to graduation. With a focus on increasing student numbers through both attraction and retention. The portfolio looks after Marketing, Communications, Student Retention, Innovation and Engagement, Digital Channels and Strategy and Student Services such as Inclusion, Equity, Wellbeing, the Contact Centre, and Student Administration. The Chief Learner Experience Officer leads the portfolio with current members of the Senior Leadership Team including:

- Director, Marketing and Growth
- Director Retention, Innovation and Student Experience
- Director, Digital Channels and Strategy
- Director, Student Services and Registrar.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

**INCLUSION**, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

**INNOVATION**, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

**EXCELLENCE**, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

**EMPOWERMENT**, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

**COLLABORATION**, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

## Key responsibilities

1. Lead the Agile program, facilitating the development and implementation of Agile practices and the refinement of new ways of working, aligned with the University's strategic priorities.
2. Coach and mentor key internal stakeholders on Agile ways of working, developing their skills and capabilities to improve and mature our Agile Delivery Model while delivering benefits and creating efficiencies across the squads.
3. Drive the design and implementation of an Agile capability roadmap aligned with the University's strategic plan.
4. Provide strategic leadership and expert technical knowledge to staff across Federation University in Agile principles, product management, and team-based delivery practices, to improve how teams plan, deliver and continuously improve.
5. Conceptualise and develop new and innovative models, leading and supporting teams to adopt human-centered, iterative, and collaborative approaches to problem solving and delivery.
6. Drive cultural change supporting collaboration, adaptability, and continuous improvement and shared accountability by developing and implementing the agreed Agile Delivery Model.
7. Develop and facilitate program level workshops and agile ceremonies such as quarterly prioritisation, planning and retrospectives.
8. Lead the identification and resolution of systemic barriers impacting delivery across the University.
9. Lead and be accountable for the Governance of the Agile program, providing, strategic advice and insights to senior leaders on delivery health, team maturity, and process improvements.
10. Lead product owners in the development of product visions, roadmaps, and prioritised backlogs aligned to university strategy and user needs, to ensure key benefits are delivered to students and staff.
11. Promote customer centric prioritisation, transparent decision making and effective portfolio management practices, partnering with squads, the Agile Business Owners and key stakeholders to translate program needs into clear and actionable delivery outcomes.
12. Inform decision-making by analysing and interpreting delivery metrics and insights, applying sound judgement to identify trends, address performance issues, and guide improvements that enhance transparency, optimise flow, and support effective, value-driven outcomes.

13. Develop, implement and maintain business continuity plans (BCPs) aligned with University goals and objectives. Ensure team members understand their role and participate in regular reviews.
14. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
15. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
16. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Agile Capability Lead will be responsible for implementing and continuously improving our Agile Delivery Model working under the broad direction of the Director, Digital Channels and Strategy with a considerable degree of autonomy.

The Agile Capability Lead, leads and influences Agile ways of working across the University, partnering with senior stakeholders to strengthen alignment, collaboration, and delivery outcomes. The role drives coaching, mentoring, and capability development to uplift organisational maturity and embed sustainable, practices.

The Agile Capability Lead navigates within a complex environment, applying sound judgement to diagnose systemic challenges, identify improvement opportunities, and prioritise initiatives that deliver the greatest value. The role balances strategic intent with practical delivery considerations, tailoring approaches to suit diverse teams, initiatives, and stakeholder needs.

Through critical thinking and informed decision-making, the Agile Capability Lead resolves and addresses organisational constraints, and guides teams in adopting fit-for-purpose ways of working.

### Position and organisational relationships

The Agile Capability Lead will report to the Director, Digital Channels and Strategy within the Learner Experience Office. The Agile Capability Lead will build and maintain internal relationships with the Senior Leadership team, Agile teams, project teams, and key internal stakeholders and functional groups (i.e. Digital Channel, ITS, Fed Services etc.).

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### Training and qualifications

1. Completion of:
  - postgraduate qualifications and extensive relevant experience; or
  - extensive management experience and proven Agile expertise; or
  - an equivalent combination of relevant experience and/ or education/training.
2. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

### Experience, knowledge and attributes

3. Demonstrated experience establishing and leading an Agile Community of Practice (CoP) to foster peer-to-peer learning and/or leading an Agile program with multiple squads.
4. Proven capability in uplifting Agile practice across teams with varying levels of maturity.

5. Demonstrated extensive knowledge and experience in Agile frameworks (e.g. Scrum, Kanban), product management principles, and contemporary digital delivery practices.
6. Demonstrated knowledge of human-centred design, Lean, or systems thinking approaches.
7. Demonstrated ability to lead the planning, coordination and reporting of a multi-team portfolio involving diverse stakeholders.
8. Demonstrated excellent communication, consultation, and negotiation skills, including the ability to work collaboratively and liaise effectively with a diverse range of stakeholders on complex issues.
9. Demonstrated ability to exercise initiative, to think strategically and creatively and to adopt an active approach to problem-solving.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*