



## Position Description

**POSITION TITLE:** Lead, Business Transformation  
**LOCATION:** SAHMRI North Terrace  
**REPORTS TO:** Professor Maria Makrides, Executive Director  
**DEPARTMENT:** Executive – Corporate Services

### PURPOSE AND SCOPE OF THE POSITION

The Lead, Business Transformation will lead organisational transformation, improvement, and optimisation initiatives to ensure that SAHMRI is operating effectively and efficiently while supporting the institute's future growth objectives. The Lead, Business Transformation will work with the SAHMRI Executive Team to identify, prioritise and implement projects that deliver business and strategy optimisation, efficiency and improvement across the institute.

The Lead, Business Transformation reports to the Executive Director. The role is responsible for the delivery of the business improvement roadmap/strategy and will provide regular reports to the SAHMRI Board, Executive Team and Research Executive Committee on key initiatives.

### KEY RESPONSIBILITIES

The specific duties include:

- Working with SAHMRI's Executive to identify key business and strategy improvements and optimisation initiatives across SAHMRI.
- Developing a business and operational improvement and optimisation strategy and detailed delivery roadmap that prioritises achieving these initiatives.
- Project Manage improvement and optimisation initiatives ensuring they are delivered in full and on time in accordance with the delivery roadmap/strategy.
- Review business and operational systems and processes and identify opportunities for improvement and optimisation.
- Engage and partner closely with key stakeholders across SAHMRI to scope, plan and resource optimisation initiatives to ensure the desired outcome/ return on investment.
- Support the Executive Director and Executive Team to effectively build and maintain relevant key external stakeholder relationships such as University partnerships and Government relations.
- Conduct comprehensive reviews of new opportunities, analysing financial and commercial outcomes as well as risks for the project's duration.
- Provide regular, clear and concise updates/project updates to the Board, SAHMRI's Executive and Research Executive.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.



- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

### SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- Some travel required to SAHMRI's various worksites.
- DCSI Employment Screening may be required.

## Person Specification

### QUALIFICATIONS

- Relevant Tertiary qualifications in Business, Project and Change Management are desirable.

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Extensive experience using project management methodology to improve and optimise organisational systems
- Prior experience in business transformation
- Financial and business acumen including risk management expertise.
- Strong interpersonal and communication skills with the ability to engage and collaborate with a broad range of stakeholders
- Demonstrated change management experience utilising change management tools and methodology.
- Exceptional collaboration and stakeholder engagement skills
- Experience navigating conflict resolution and negotiating successful outcomes.
- Sound analytical skills to understand data and turn it into business insights.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Focused, Friendly, Fast, Flexible, Fun

### LICENCES

- Current Driver's Licence