

Position Description

POSITION DETAILS

Position Title	Head of Digital Transformation
Functional Unit	Technology
Nominated Supervisor	Chief Technology Officer
Relevant Industrial Instrument	Common Law
Date of Review	19 June 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

Reporting to the Chief Technology Officer, the Head of Digital Transformation is a pivotal senior leadership role responsible for shaping and driving the next phase of digital evolution across DOSCEL's network of schools and central services.

This role leads the organisation's enterprise-wide transformation agenda, integrating technology, data, systems, and business process improvement to deliver a more connected, efficient, and future-focused education environment. It is accountable for translating strategic priorities into a cohesive, multi-year transformation roadmap, ensuring digital initiatives deliver measurable organisational value and are successfully adopted, embedded, and sustained across a complex, multi-site school system.

As a trusted strategic partner to executive leaders, principals, and key stakeholders, the Head of Digital Transformation will champion innovation, drive organisational change, and foster a culture of continuous improvement. The role plays a critical part in enhancing service delivery, improving user experience, strengthening data-driven decision-making, and building the digital capability required to support DOSCEL's long-term strategic objectives.

Operating at the intersection of education, technology, and organisational change, the role ensures that digital capability meaningfully supports:

- Teaching and learning outcomes across school communities
- Operational efficiency across school and corporate functions
- Improved access to information, insights, and decision-making tools
- A consistent, scalable, and user-centred digital experience across DOSCEL

The Head of Digital Transformation will lead complex, cross-functional initiatives spanning school environments, corporate services, and enterprise platforms, requiring a deep understanding of both contemporary technology solutions and the unique operational dynamics of educational settings.

A critical aspect of the role is the ability to bridge the gap between technical delivery and practical application, working closely with principals, educators, and leadership teams to ensure digital solutions are intuitive, fit-for-purpose, and aligned with the day-to-day realities of school operations.

The role will also drive organisational capability uplift in areas such as digital literacy, data-informed decision-making, and change readiness, ensuring DOSCEL is equipped not only with the right technology, but also with the capability, confidence, and culture required to leverage it effectively.

As a key member of the Technology leadership team, the Head of Digital Transformation contributes to the broader strategic direction of the function while maintaining accountability for the successful design, governance, delivery, and adoption of transformation initiatives across the Diocese.

This role requires strategic vision, strong execution capability, and the ability to lead change at scale, ensuring DOSCEL's investment in digital transformation delivers sustainable value and positions the organisation to meet the evolving needs of contemporary education.

POSITION RESPONSIBILITIES

Digital Transformation Strategy and Roadmap

- Lead the development, refinement, and execution of DOSCEL's enterprise-wide digital transformation strategy in partnership with the Chief Technology Officer.
- Translate strategic priorities into a structured, multi-year roadmap, spanning schools and central services.
- Ensure alignment between digital initiatives and organisational priorities, including teaching and learning, operational efficiency, and system sustainability.
- Continuously review, evaluate, and adapt the transformation roadmap in response to emerging technologies, sector developments, and evolving organisational needs.

Enterprise Transformation Portfolio Leadership

- Lead a portfolio of concurrent, large-scale transformation initiatives across a distributed school environment.
- Establish and maintain governance frameworks for program delivery, including prioritisation, sequencing, and reporting.
- Oversee program planning, resource allocation, and delivery performance across all transformation streams.
- Manage interdependencies between initiatives to ensure cohesive and coordinated execution.
- Provide timely, high-quality reporting, insights, and recommendations to the Chief Technology Officer and Executive Leadership Team.

Enterprise Systems and Platform Transformation

- Lead the transformation, optimisation, and continuous improvement of DOSCEL's core enterprise systems and digital platforms.
- Oversee key enterprise platforms, including Human Resource Information Systems (HRIS), finance and procurement systems, Learning Management Systems (LMS), and Student Information Systems (SIS).
- Drive system integration, interoperability, and process standardisation to reduce platform fragmentation and improve organisational efficiency.
- Ensure enterprise systems are user-centred, scalable, secure, and aligned with organisational needs and business processes.
- Identify opportunities to enhance system capability, improve user experience, and maximise the value of technology investments across the Diocese.

Business Process Redesign and Digitisation

- Lead the end-to-end review, redesign, and optimisation of key organisational processes across schools and corporate services.

- Identify opportunities to streamline, standardise, automate, and digitise workflows to improve efficiency, service delivery, and user experience.
- Partner with stakeholders to align business processes with system capabilities, organisational requirements, and strategic objectives.
- Drive the adoption of consistent, scalable, and efficient ways of working enabled by technology and contemporary best practice.

Change Management and Adoption

- Lead the design and implementation of structured change management strategies across all transformation initiatives.
- Drive adoption of new systems, tools, and processes across a diverse workforce.
- Develop and implement communication, training, and engagement approaches tailored to schools and corporate teams.

Data, Reporting and Insights Capability

- Support the uplift of data and reporting capability across the organisation.
- Contribute to the development of consistent data governance frameworks and standards.
- Enable improved access to reporting and insights for school and system-level decision-making.
- Promote a culture of data-informed decision-making across leadership teams.

Cybersecurity, Risk and Compliance Alignment

- Work in partnership with the CTO to ensure transformation initiatives align with cybersecurity, privacy, and compliance requirements.
- Support implementation of security frameworks relevant to the education sector.
- Ensure consideration of data protection and risk mitigation in all transformation initiatives.

Stakeholder Engagement and Collaboration

- Build strong, trusted relationships with executive leadership, principals, school leadership teams, teaching staff, and corporate service leaders.
- Act as a key liaison between technology teams and the broader organisation.
- Translate complex technical concepts into clear, accessible information for stakeholders.

Vendor and Partner Management

- Lead engagement with external vendors and delivery partners supporting transformation initiatives.

- Contribute to procurement processes, solution evaluation, and implementation planning.
- Monitor vendor performance and ensure alignment with contractual obligations and delivery expectations.

Leadership of Digital Transformation Function

- Establish, lead, and develop a high-performing Digital Transformation function.
- Define clear roles, responsibilities, accountabilities, and delivery standards to support effective execution and sustainable outcomes.
- Provide leadership, coaching, mentoring, and performance development to build team capability and support professional growth.
- Foster a culture of accountability, collaboration, continuous improvement, and customer-focused service across the function.

Continuous Improvement and Innovation

- Identify opportunities to leverage emerging technologies and innovative approaches within the education context.
- Promote continuous improvement across systems, processes, and service delivery.
- Encourage new ways of working that enhance efficiency and user experience.

SKILLS AND EXPERIENCE

Key Selection Criteria

Essential

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to and understanding of child protection and child safety issues in schools.
- Demonstrated experience in a senior leadership role with accountability for enterprise-wide digital transformation, including the development and delivery of multi-year transformation strategies within complex organisations.
- Proven track record leading large-scale, multi-stream transformation programs encompassing technology, business process redesign, organisational change, governance, and delivery oversight.
- Experience operating within, or delivering transformation across, distributed or multi-site environments, with the ability to balance strategic direction with local operational needs.
- Strong understanding of enterprise systems and digital platforms, including Learning Management Systems (LMS), Student Information Systems (SIS), cloud-based environments, system integration, and interoperability.

- Demonstrated capability in reviewing, redesigning, and digitising end-to-end business processes to improve efficiency, consistency, user experience, and organisational outcomes.
- Extensive experience leading organisational change and adoption initiatives across diverse stakeholder groups, with the ability to drive engagement and embed sustainable change.
- Highly developed stakeholder management, influencing, and relationship-building skills, with experience partnering with executive leaders and navigating complex organisational environments.
- Experience supporting the uplift of organisational data capability, including data governance, reporting, analytics, and the effective use of insights for decision-making.
- Sound understanding of cybersecurity, privacy, risk, and compliance obligations within environments managing sensitive information.
- Experience managing external vendors, technology partners, and service providers to deliver agreed outcomes and value.
- Demonstrated ability to build, lead, and develop high-performing teams, fostering a culture of accountability, collaboration, innovation, and continuous improvement.
- Ability to operate effectively at both strategic and operational levels, translating vision into delivery while maintaining oversight of risks, dependencies, and outcomes.

Desirable

- Experience within Catholic education systems, faith-based organisations, or the broader education sector.
- Understanding of digital learning environments and technology-enabled teaching and learning practices.
- Experience supporting data and analytics capability or maturity uplift initiatives.
- Relevant tertiary qualifications in Information Technology, Business, Digital Transformation, Change Management, or Program Management.
- Certification in, or demonstrated experience applying, recognised frameworks and methodologies such as Agile, PRINCE2, MSP, Prosci, or equivalent.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.