# Lead AI and Automation Engineer

## HEP Level 8

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| **POSITION NUMBER** | G00391 |
| **ORGANISATIONAL UNIT** | AI & Automation Engineering and Platforms Team, AI Technology & Delivery |
| **POSITION REPORTS TO** | Director, AI Technology & Delivery |
| **OVERALL PURPOSE** | The overall purpose of the Lead AI & Automation Engineer is to |
| **ORGANISATIONAL CONTEXT AND RELATIONSHIPS** | **Within the University the position:**<br>◆ works closely with the DCS<br>◆ works with all University stakeholders<br>supervises an application engineer and developers involved in solution delivery<br>**Outside the University the position liaises with:**<br>◆ Key technology partners and vendors as needed |
| **LOCATION/CAMPUS** | The position is currently located at the Footscray Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations. |

## KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

**Commitment to Protecting Country:**

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

**Commitment to Diversity and Inclusion at VU:**

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

## ORGANISATIONAL UNIT

Victoria University's Digital and Campus Services department is focused on high quality customer engagement with a service excellence and innovation mindset, implementing process enhancements that will drive better outcomes for students, staff and our extended community as we seek to be relentlessly customer centric. Digital and Campus Services is responsible for modernising technology platforms and the University's infrastructure on a comprehensive scale to ensure VU is a thriving place to study and work. Working closely with our customers and suppliers, we provide workforce solutions in areas including infrastructure, data, application development, digital solutions and innovation. This portfolio includes:

- Business Partnering and Governance
- Enabling Technology
- Office of the Chief Information Security Officer (CISO)
- Estate Management and Campus Security
- Campus Services
- AI Technology and Delivery

## MAJOR TASKS AND ACCOUNTABILITIES

- Lead the design and delivery of AI solutions using Python, APIs, Power Platform, and PaaS tools (e.g., Azure AI, OpenAI), taking ownership of technical design and acting as the engineering lead for automation and AI initiatives.
- Lead the end-to-end design, development, and delivery of AI and automation solutions that address business and operational challenges across the University.
- Manage the technical delivery of projects by mentoring developers, ensuring best practices, and engaging with stakeholders to align solutions with business objectives.
- Actively contribute hands-on to solution builds, proofs of concept, and technical delivery, supporting junior developers/engineers and troubleshooting complex builds.
- Collaborate closely with business stakeholders, product owners, and subject matter experts to understand functional requirements and translate them into effective AI and automation solutions.
- Promote responsible AI practices by embedding privacy, transparency, and compliance principles into all development work, in alignment with University policy and sector standards.
- Partner with DevOps, infrastructure, and data teams to ensure solutions are secure, scalable, and integrated with the broader enterprise technology environment.
- Manage and mentor a small team of developers, analysts, and automation specialists—promoting knowledge sharing, technical growth, and continuous improvement.
- Support the development of reusable automation assets, shared components, and internal standards to improve delivery efficiency and maintainability.
- Contribute to documentation, testing, and handover activities to ensure smooth deployment, post-implementation support, and uptake by business units.
- Identify opportunities to improve business processes through automation and AI, and support the development of roadmaps for broader adoption across the University.

## TYPICAL/MAJOR CHALLENGES

- Applying initiative and sound judgment to design, develop, and deliver AI and automation solutions that are scalable, ethical, and aligned with university-wide architecture and strategic priorities.
- Balance hands-on technical responsibilities with team leadership by mentoring developers and automation specialists, while translating complex and ambiguous business needs into maintainable, secure, and high-impact technical solutions.
- Ensuring compliance with security, privacy, and VU's AI Governance and Responsible use Policy requirements while managing the operationalisation of models and automated systems.
- Ensuring compliance with security, privacy, and responsible AI governance requirements while managing the operationalisation of models and automated systems.
- Enabling adoption of AI and automation solutions by delivering technically sound, user-ready tools and providing implementation support to business units and end users.
- Responding to shifting priorities and technology developments while maintaining delivery momentum and ensuring stakeholder alignment.

## LEVEL OF SUPERVISION

- Operates under broad direction from Director – AI Technology & Delivery and may be required to manage 1-2 technical and/or professional staff.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Demonstrated expertise in AI engineering and automation, with hands-on coding skills in Python and proficiency with Microsoft Power Platform tools such as Copilot Studio, Power Automate, and Power BI.
- Strong experience designing and delivering scalable solutions on cloud platforms (preferably Azure), including integration of APIs, workflow orchestration, and operationalising AI models.
- Navigating complex and evolving technology ecosystems—including integrating platform-as-a-service (PaaS) solutions, AI tools (e.g., Copilot Studio, conversational agents), and automation workflows with existing legacy systems and distributed data environments.
- Familiarity with federal and state government legislation and policies relevant to the tertiary education sector, and their implications for technology and data use.
- An understanding of the distinct priorities and challenges across both higher education (HE) and vocational education (VE) sectors, with the ability to adapt solutions to different educational contexts.

## KEY SELECTION CRITERIA

**Essential**

1. Relevant postgraduate qualifications (or progress toward them) in computer science, data science, or a related field, combined with extensive experience in AI engineering, automation, and solution delivery, or an equivalent combination of education and professional expertise.
2. Strong interpersonal and communication skills, with the ability to convey complex technical concepts clearly to both technical and non-technical audiences; demonstrated experience engaging stakeholders and producing high-quality documentation.
3. Demonstrated knowledge of ethical and responsible AI principles, including privacy, transparency, and compliance considerations, and the ability to apply these in practical solution design and deployment.
4. Proficient in Python (or R), with practical experience in applying AI tooling, machine learning models, and data pipeline development in real-world environments.
5. Advanced expertise with Microsoft Power Platform—including Power BI, Power Automate, and Copilot Studio—as well as experience designing, building, and deploying AI agents and automation workflows.
6. Proven ability to deliver scalable, secure solutions on cloud platforms (Azure preferred), including API integrations, orchestration tools, and low-code/no-code development environments.
7. Demonstrated capability to lead developers, coordinate technical delivery, and manage project timelines, scope, and stakeholder expectations in a fast-paced or matrixed environment.

**Desirable**

1. Certifications in AI/ML, Microsoft Power Platform, or Azure AI Services.
2. Experience contributing to AI product strategy, experimentation, and iterative development.
3. Familiarity with the legislative and policy landscape relevant to the tertiary education sector.
4. Understanding of sector-specific challenges across both higher education (HE) and vocational education (VE), with the ability to adapt solutions to diverse contexts.