

Job Description

Job Title:	Director, AI Innovation and Systems Development
Department:	Information Systems & Technology
Reports To:	Chief Information Officer
Jobs Reporting:	Information Systems Specialists
Salary Grade:	USG 16
Effective Date:	August 2025

Primary Purpose

The Director, AI Innovation and Systems Development, leads the strategic planning, design, development, implementation, and support of services related to artificial intelligence (AI), intelligent automation, and next-generation digital platforms. This role provides institutional leadership in adopting and integrating AI technologies across administrative and IT domains, ensuring the development of secure, sustainable, and scalable systems that drive digital innovation.

The Director shares responsibility for the day-to-day management of IST with fellow Directors and the CIO. They are accountable for defining, evolving, and continuously improving AI-related services and custom system development in alignment with university priorities, governance frameworks, and emerging technologies. Additionally, the Director fosters cross-campus collaboration, supports ethical and strategic AI use, and ensures institutional readiness for AI-driven transformation.

Key Accountabilities

Strategic Leadership and AI Innovation

- Sets strategic direction for AI integration, intelligent automation, and advanced digital platform initiatives. - Participates actively in long-term IST strategic planning, ensuring alignment with university-wide goals and technology trends. - Identifies opportunities for innovation, guiding the evaluation, selection, and implementation of new AI-driven solutions.

People and Resource Management

- Oversees recruitment, professional development, and performance management of the AI Innovation and Systems Development team. - Allocates human and capital resources effectively, ensuring optimal support for strategic initiatives. - Manages annual budgeting and financial planning processes for AI and systems development activities.

Core Services and Systems Development

- Leads the design, development, and implementation of secure and scalable AI-driven software solutions. - Ensures robust systems integration and supports both cloud and on-premises infrastructure to deliver reliable and accessible services. - Implements modern application development practices, including continuous integration and deployment (CI/CD), DevOps, and agile methodologies.

Artificial Intelligence Governance and Ethics

- Establishes and maintains institutional governance structures and policies for ethical AI use. - Provides strategic oversight on AI-related risks, including data privacy, cybersecurity, bias, accessibility, and compliance with institutional values. - Engages proactively with institutional stakeholders to promote responsible and inclusive AI practices.

Stakeholder Engagement and Collaboration

Job Description



- Cultivates strategic relationships and collaborates closely with academic, administrative, and research units across campus. - Represents IST and the university in external forums, enhancing partnerships with technology vendors, research institutions, and industry leaders. - Champions cross-departmental initiatives to foster institutional collaboration in AI projects and technology adoption.

Data Integration and Management

- Supports the establishment of advanced data management capabilities, including data integration, governance frameworks, and API-driven architectures. - Oversees the provision of platforms and tools for advanced data analytics and reporting, enabling data-informed decision-making at institutional levels.

Required Qualifications

Education

- University degree in Computer Science, Information Systems, Engineering, or related discipline, or equivalent combination of education and experience.

Experience

- Minimum 10–12 years of progressive experience leading complex technology projects, including AI integration, systems development, and platform engineering. - Demonstrated success in senior leadership roles with significant team management responsibilities.

Knowledge/Skills/Abilities

- Extensive knowledge of AI technologies, software engineering practices, systems integration, and platform architecture. - Proven ability to translate institutional strategic priorities into actionable technology plans and solutions. - Exceptional leadership, relationship-building, and communication skills, able to effectively influence senior leadership and diverse stakeholders. - Strong commitment to ethical technology practices, with deep understanding of AI ethics, data privacy, cybersecurity, and accessibility principles. - Advanced project management and financial management skills, capable of balancing competing priorities and resource demands.

Nature and Scope

- **Contacts:** Extensive interaction with internal senior leadership, academic and administrative stakeholders, and external technology partners. Requires expert-level relationship management and the ability to resolve sensitive issues at senior levels.
- **Level of Responsibility:** Fully accountable for strategic direction, operational success, and resource management of the AI Innovation and Systems Development team.
- **Decision-Making Authority:** Establishes strategic priorities, makes critical operational decisions, and allocates departmental resources independently in consultation with the CIO.
- **Physical and Sensory Demands:** Minimal demands typical of senior executive positions operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of senior executive roles, with regular pressure and responsibilities inherent in senior-level decision-making.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*