



## Role Description

<p><b>Job Title:</b> Change Lead</p> <p><b>Class:</b> AS07</p>	<p><b>Group:</b> Change and Partnerships</p>
<p><b>Reports to:</b> Program Manager, Change and Partnerships</p>	<p><b>Positions Reporting to this Position:</b></p>
<p><b>Primary Purpose of Position</b></p> <p>The Change Lead is accountable to the Program Manager, Change and Partnerships for coaching and collaborating with project teams to develop and implement activities that support stakeholder adoption of change. The Change Lead supports project teams to evaluate the impact of change and to be responsive to feedback from stakeholders.</p>	
<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Provide clear leadership and support to project teams enabling them to identify key stakeholders and conduct change impact analyses.</li> <li>2. Work in consultation with key stakeholders and project teams to communicate and identify stakeholder engagement and change management tasks in their sprint planning.</li> <li>3. Ensure change projects and initiatives have end-to-end ownership, including monitoring of progress.</li> <li>4. Ensure delivery of the change activities as per agreed plans, ensuring co-ordination and integration of activities across the organisation.</li> <li>5. Ensure change and transition planning and implementation aligns with relevant frameworks, timeframes and expectations.</li> <li>6. Identify communication tasks across the change portfolio and support the development and enactment of communication plans and messaging.</li> <li>7. Support project teams to evaluate impact and design evaluation activities that test assumptions, predictions, theories of change with representative stakeholders.</li> <li>8. Assess, evaluate and report on the impact of change management projects and initiatives across the portfolio to senior leaders within the organisation.</li> <li>9. Collaborate and facilitate with the EPMO a Centre of Excellence to develop individual and the project team's capability to deliver change management and stakeholder engagement activities.</li> <li>10. Build organisational capability in change management and lead the implementation of process improvement via influencing and steering team and project meetings.</li> <li>11. Develop, lead, implement and embed change management strategy, framework, methodologies and discipline across the organisation.</li> </ol>	

<p><b>Key Relationships / Interactions</b></p> <ul style="list-style-type: none"> <li>• This role reports to the Program Manager, Change and Partnerships.</li> <li>• The role builds relationships and collaborates with internal project teams, leadership team, Portfolio Manager, internal service providers and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• An intense time of activity within the SACE Board of South Australia occurs between October and December. For some roles, the incumbent would not normally be able to take planned leave during this period.</li> <li>• Appointment is subject to a satisfactory working with children check obtained through the Department of Human Services to be renewed every 5 years before expiry. Existing employees who have undertaken this check and are cleared and subsequently charged with an offence are required to inform their Line Manager immediately</li> </ul>
<p><b>Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Finding ways forward when presented with complex challenges.</li> <li>• Supporting lean change management in an agile responsive environment.</li> <li>• Recognising interdependencies between projects.</li> <li>• Coordinating change with people in a complex environment.</li> </ul>	<p><b>Essential Knowledge / Skills / Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to manage change within teams.</li> <li>• Proven experience supporting and building positive and constructive relationships within teams and with stakeholders.</li> <li>• Highly effective at communication, facilitation and collaboration skills with the ability to work with a diverse range of stakeholders.</li> <li>• Ability to produce and present documents and reports to a variety of audiences and facilitate discussions with a range of stakeholders at various levels in the organisation and externally.</li> <li>• Proven experience in providing sound recommendations and advice to program management.</li> <li>• Demonstrated experience in managing evaluation activities including design, implementation and reporting.</li> <li>• Experience in impact assessments, mining insights and analysis for medium/large scale change programs involving multiple business groups.</li> <li>• Experience in assessing change readiness.</li> <li>• Experience with change management models, methods and tactics, frameworks and tools such as Prosci ADKAR, Lean Change Management, Kotter’s model for change or similar.</li> </ul>
<p><b>Position Dimensions</b></p> <p>Staff: 0 Budget: Nil</p>	<p><b>Desirable Knowledge / Skills / Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to elevate change management within the organisation and use agile change principles.</li> <li>• Experience in education change settings.</li> </ul>
<p><b>Qualifications</b></p> <p>A qualification in Project Management, Change Management or related field is desirable.</p>	
<p><b>Corporate Responsibilities</b></p> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Keep accurate and complete records of business activities in accordance with the <i>State Records Act 1997</i>.</li> <li>• Maintaining a commitment to equal employment opportunity, diversity, work health and safety.</li> </ul>	
<p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>• Voluntary flexible working arrangements.</li> <li>• Intrastate travel to regional and remote locations; international and interstate travel may be required.</li> <li>• Annual performance agreement for the achievement of specific service or program outcomes.</li> <li>• A current driver’s licence is required.</li> <li>• Some out-of-hours work.</li> <li>• The incumbent works under the <i>SACE Board of South Australia Act 1983</i>.</li> </ul>	