

Role Statement

Role title	Change Analyst	Classification	ASO6
Branch	Shared Services SA	Type of Appointment	Temporary
Section	Finance Reform Program Executive Director, Shared	Position Number	TBC
Approved by	Services SA	Date	May 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

The Change Analyst will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA (SSSA) to replace the Government's main Financial Management System (FMS), Masterpiece. The existing system, used by the majority of SA Government Agencies (excluding SA Health), was implemented 30 years ago and is reaching the end of its useful life.

The implementation of a new contemporary FMS and best practice processes, will fundamentally change the way finance activities are performed across all in-scope Agencies and impact a broad range of stakeholders, including financial, ICT and operational teams.

The program of work includes the procurement of a new FMS, design of standardised business processes leveraging industry leading practices and out-of-the-box functionality, testing and deployment of the new system across a wide range of government agencies and significant change management and stakeholder engagement activities.

The primary role of the Change Analyst is to support and undertake change impact assessment and reviews. The role will identify, develop and implement training and communication requirements and strategies to assist in the deployment of the new FMS. The Change Analyst will also provide change management support to the Change Management and Training team to enable and uplift user adoption, usage and proficiency so that stakeholders feel prepared for change and supported in the transition.

What this role is responsible for

- Assist with the implementation of the change strategy, change impact tooling and supporting resources to enable the transition to the new FMS.
- Contribute to the Identification and documentation of the scope, scale and complexity of anticipated business change impacts.
- Actively engage, identify and develop appropriate stakeholder communication methodologies, tools and channels.
- Effectively engage with internal and external stakeholders to ensure appropriate strategies are implemented for the deliverables of the project and support activities for the successful execution of the FMS transition.
- Facilitate change management workshops with key stakeholders to conduct assessments and consultatively determine appropriate interventions, bridging the communication between the program and various stakeholder groups.
- Develop appropriate change management artefacts which consider the goals of the FRP, the change management strategy, context, audience and characteristics.
- Provide change consultancy, advice and recommendations to the wider program team to enable fully informed and timely decision-making.
- Establish and maintain strong collaboration with all program stakeholders including the relationship with SSSA through communication and engagement.
- Evaluate the effectiveness of change methodologies and interventions and identify opportunities for continuous improvement in line with best practice.
- Analyse and review all existing change impact documentation and provide written recommendations in conjunction with the Change Manager to support the deployment of the financial management system and future ways of working in line with Oracle Modules and processes.

Who this role reports to

- The Change Analyst reports to the Deployment Manager
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Key Relationships/Stakeholders

- Key contacts in client SA Government Agencies across the Public Sector
 - Deployment Team
 - Change Management Team
 - Staff across Shared Services SA
 - Key contacts in Third Parties including Oracle and the System Implementation Partner.
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
 - This role requires:
 - Nationally Coordinated Criminal History Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
 - Some out of hours work may be required. Intrastate and interstate travel may be required.
 - The incumbent will be required to participate in the Departmental Performance Management Program.
 - The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
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Essential Expertise

- Proven ability to apply knowledge and skill using change management tools and techniques gained through experience.
- Proven ability to analyse complex issues, propose solutions, provide advice and present recommendations with tact and diplomacy to stakeholders, both verbally and in writing.
- High level attention to detail with the ability to work autonomously and multi-task.
- Ability to work successfully under limited supervision, set priorities, meet deadlines and adapt to changing operational requirements in a complex, face-paced environment whilst ensuring key procedures and processes deemed critical are ready at deployment.
- Utilise problem solving skills to identify, analyse, manage and escalate potential issues as required identified across the FRP team. This includes ensuring that all change impacts are documented correctly.
- Proven ability to identify and assess change impacts, think laterally and apply analytical, qualitative and research skills to develop fit for purpose change interventions.
- Ability to liaise effectively, consult and negotiate with a wide range of stakeholders, to facilitate their cooperation and support to achieve desired outcomes and maintain strong and productive working relationships.
- Ability to impart information and explain concepts to a wide audience including presenting workshops and information sessions to groups.

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- Experience and skills in the use of Microsoft Office suite of programs.
- Ability to work as a member of a team and contribute to a collaborative and positive team environment
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Proven experience of finance and/or accounting processes and procedures in a complex environment.
- Experience in large scale complex projects and operating in a complex environment.
- Experience in using Oracle or other common Financial Management systems.
- Certification in methods such as PRINCE2, Agile, PMBOK, MSP, MOP, Prosci, Adkar and other change management, project management or learning methods (desirable).
- SA Public Sector knowledge and experience.

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