

Position Description



Position Title	Change Manager
Job Group	JG 6
Division	Enterprise Transformation Successfully deliver the organisation's strategic priorities cost effectively and in a way that optimises client outcomes, employee experience and a positive community impact. The division oversees the Portfolio, program and project delivery for the TAC, as well as the technology development and operations (including digital) for the TAC.
Branch	Program Delivery
Location	Geelong
Reports To	Manager, Change & Engagement
No. of Direct Reports	2
Working with Children Check Required?	No
Financial Delegation	Nil

Job Purpose

The purpose of this role is to plan and deliver change management activities required for the successful implementation of projects to within the Program Delivery Portfolio of projects. The Change Manager will work within the Division to support delivery of strategic projects within the Divisional Corporate Plan. Day-to-day guidance will be provided by the Project Director and the Divisional Leadership Team. Functional reporting will be to the Senior Manager Change & Engagement. The role will leverage TAC Change Management methodology (PROSCI) and best practice thinking, and help build internal change management and leadership capability

Key Role Accountabilities

- Lead the development and implementation of Change Management Plans, which will underpin successful delivery of strategic projects within the TAC2020 Strategy.
- Deliver change management activities and deliverables, including impact analysis, change and communications planning, capability and training needs analysis, training design and development, stakeholder management and communications.
- Support the Program Delivery project teams and business managers to enable delivery of change.
- Be responsible for the integration of change management activities and deliverables in project planning and execution
- Monitor and report on the change management program, (including budget and resourcing, if required) to Program Change Lead, or project governance committees as required
- Provide coaching and advice to Project Managers, Divisional Leaders, Line Managers and Change Champions on change impacts and management strategies

Our values

We value life / We will find a better way, today / We make every conversation count / We make the complicated simple

- Work collaboratively with People Culture & Engagement, Enterprise Change, Functional Training and PC&E Business Partners to identify organisational impacts and to ensure change management plans are aligned with TAC strategic objectives, organisational activities and deliverables.
- Ensure that a standardised and consistent approach to change is applied, including the use of TAC change tools and templates where appropriate
- Display and promote the TAC's Vision, Mission and Values to support Towards Zero and "Getting Lives Back On Track".

Key Selection Criteria

Relevant Qualifications, Work Experience & Specialised Knowledge

- 5 years + demonstrated experience and success in developing and implementing change programs
- Degree in Business, Human Resources, Organisational Development, Organisational Change
- Prosci Change Management Accreditation
- Experience working with project teams, including delivery of projects from scope to completion
- Change management methodologies
- Project management methodologies
- Workforce Capability analysis
- Training design and development
- Communications design and delivery
- Organisational design principles

Capabilities

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Taking action or speaking up, despite uncertainty or opposition.
- **Accountability** – Taking accountability and seeing it through.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC's values, capabilities and policies.

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Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

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Position Number/s	12847, 13439, 13935, 13936, 13950, 13998, 14673

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