



POSITION DESCRIPTION

Employment Compliance Directorate
Office of the Provost

Change Implementation Officer

POSITION NO	0064203
CLASSIFICATION	UOM 7
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.00 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Rehan Wadiwala Email rehan.wadiwala@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Reporting to the Change & Communications Lead, the Change Implementation Officer is responsible for helping University employees and relevant stakeholders understand and navigate changes to the University operating environment that impact the way they work.

The Change Implementation Officer will bring significant experience working in a constantly evolving environment, with a passion for enabling stakeholders at all levels to proactively and positively respond to that change.

Working under the instruction of the Change & Communications Lead, but taking direction from other senior leaders within the Employment Compliance Directorate (ECD) on specific projects, the Change Implementation Officer will work across a variety exciting change projects that will deliver material benefit to University stakeholders. The Change Implementation Officer will also, from time to time, have the opportunity to collaborate with other teams within the Chief People Officer's Office, including the Organisational Development team.

The role will build and maintain relationships across all University Faculties and Portfolios, with the incumbent leveraging their relationship building and interpersonal skills to understand stakeholder needs ahead of change programs and to obtain feedback on historic and inflight programs to ensure continuous improvement within the function.

1. Key Responsibilities

- ▶ Delivering change programs to University stakeholders across a variety of delivery modes (in-person, on-line, live and recorded) with respect to changes to, or the reinforcement of, the University's expectations of its workforce. Activities may include:
 - Drafting and updating communications to staff, web pages, written and online guidance material and training material.
 - Liaising with, supporting and establishing collaborative working relationships with key stakeholders across the institution (including communications) in order to ensure change initiatives are appropriately designed in the context of

University practice and to enhance change acceptance once the need for change has been confirmed.

- Providing other support for change-related projects, such as preparing reports and briefing material.
- ▶ Supporting the Instructional Designers, who sit within the Policy, Change & Communications team, to help ensure training and other materials are fit for purpose.
- ▶ Supporting the HR Policy and Workforce Instruction Lead, who sits within the Policy, Change & Communications team, to help ensure that the University HR Policy and Work Instruction Framework remains current and enables the provision of trusted, contemporary and accessible instruction to University stakeholders. Activities may include:
 - Supporting, monitoring and maintaining policy-related online systems and databases (note: specialist digital technology skills are not required)
 - Preparing and contributing to policy and other workforce instruction briefings, papers, reports and submissions
 - Undertaking research or data-gathering on policy-related issues, both within the University and across the broader employment landscape, including the higher education sector, to help ensure the University's policies and other work instructions are contemporary and informed by emerging trends
 - Liaising across a broad range of stakeholders to support the above activities, as well as to manage expectations, consolidate understanding, and monitor progress on key issues.
- ▶ Establishing and maintaining effective working relationships with key stakeholders across the University to understand its operational environment for the purpose of ensuring the ongoing relevance of change programs and change materials.
- ▶ Undertaking and supporting other end-to-end change-related activities and initiatives, as required

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualifications in HR, law, business/communications or other relevant field and/or substantial experience in a similar or equivalent role.
- ▶ A sound working knowledge of HR policies, procedures and operating norms arising from legislation and enterprise agreement obligations, ideally gained in a university environment. This working knowledge may have been achieved through work within an HR function or in a faculty setting.
- ▶ Previous experience delivering complex change programs.
- ▶ Excellent problem-solving and critical thinking skills with a proven ability to convert complex or technical questions into practical examples
- ▶ Excellent stakeholder management and relationship building skills, particularly a proven ability to find common ground with people from diverse backgrounds
- ▶ Confidence to work independently, while also being a consummate team player

2.2 DESIRABLE

- ▶ Previous experience working on strategic projects that have contributed to organisational capability uplift

2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Change Implementation Officer will work under the direction of the Change & Communications Lead, while also taking instruction from other senior members of the ECD. The Change Implementation Officer will have the opportunity to deliver on that direction and those instructions with autonomy, within a supporting and professional environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Change Implementation Officer needs to be able to problem solve complex problems in both planned settings as well as in real time. The incumbent is expected to be able to identify, recommend and implement continuous improvement opportunities to ensure the ongoing effectiveness of portfolio delivery.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires detailed knowledge of contemporary change practice and how it can be applied in a university setting. The incumbent will be encouraged to maintain and enhance their existing knowledge in this area.

3.4 BREADTH OF THE POSITION

The Change Implementation Officer will engage with all areas of the University in the performance of their role. The incumbent will be required to leverage their highly developed relationship building skills when working with a wide range of stakeholders across the University to achieve strategic outcomes.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment

opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.2 YOUR NEW TEAM – OFFICE OF THE PROVOST AND OFFICE OF THE CHIEF PEOPLE OFFICER

The Office of the Provost supports achievement of the vision and objectives for people and community, learning and teaching, and academic performance contained in our institutional strategy - Advancing Melbourne 2030.

Reporting to the Deputy Vice-Chancellor (People and Community), the CPO leads the University's strategic agenda for people and culture, building a diverse, inclusive and vibrant community.

As a member of the Provost's Executive Group, the CPO works closely with the Vice-Chancellor, Provost, Chief Operating Officer, and other senior leaders, partnering across the institution to deliver the University's academic mission.

Leading the HR/People function, the CPO and her team support faculties and professional teams to ensure staff thrive.

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance through outstanding research, scholarship, and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are centred around five intersecting themes: place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>