

Position Description – Area of Delivery Change Analyst

Position Details

Position Title:	Area of Delivery Change Analyst
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW classification and remuneration to be reviewed on a case by case basis
Employment Type:	Fixed Term

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed 10th in the 2019 Randstad Employer Brand Research Awards, up five spots from 2018.
- We were named as an Employer of Choice for Gender Equality by the Workplace Gender Equality Agency in 2019.
- We achieved Gold Employer status for LGBTIQ inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a top five employer in 2018 for workplace accessibility with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12

places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

Portfolio/Group/Function

RMIT has a bold strategy in getting every student ready for life and work. To deliver on our strategic goals, there are five Areas of Delivery for 2020.

This year is about cementing our transformational efforts across RMIT, embedding new practices, processes and systems in our colleges, schools and portfolios. In 2020, we are focused on delivering key strategic work that will have the greatest impact on our students, staff and communities, as well as position us strongly for the future. We've agreed to five Areas of Delivery:

- Academic Careers to support academics more equitably in their progression and development.
- Industry Relationship Management to deepen and align our connections with partners.
- Program Transformation to offer more transformative learning experiences for our students.
- Project Pi to simplify HR, finance and procurement systems so that our staff have more time to focus on their key work.
- Quality Assurance to ensure the continuous improvement and quality of our teaching and learning. Our people and their extraordinary passion in education is what drives RMIT.

Our Ready for Life and Work strategy goals and this year's Areas of Delivery are intrinsically linked, supporting all of us to be our best and offer our students transformative experiences that will truly get them ready for life and work.

Area of Delivery teams are aligned as an overall program of work but operate independently in a project initiative approach. These teams are designed around an agile way of working, where the work is managed & executed via squads, sprints, & visual management methodologies.

Position Summary

We are currently looking for a Change Analyst for Industry Relationship Management who will support the Change Lead and project team in the delivery of initiatives within this program of work.

The Industry Relationship Management Area of Delivery is about making it easier to work with industry to create more rewarding student experiences and research impact. It is a strategic, multi-faceted program aimed at developing

the university's culture and capability when it comes to engaging with industry. It consisting of new frameworks, tools, playbooks and learning programs to support developing deeper and broader partnerships. Additionally, it involves the development of aligned processes, accountabilities and operating rhythms to support the use of these new frameworks and an uplift in the use of Salesforce. Through enhanced data capture and clear success measures, RMIT will work more strategically and scale up its industry engagement efforts.

In alignment with our Change Principles, the Change Analyst is accountable for developing change impact assessments and plans with our impacted stakeholders that enable us to coordinate all change preparation activity in an integrated and straight forward manner. The appointed Change Analyst must have the agility, passion, empathy and imagination to do this in a manner which is inclusive of all our end users, bringing them all on a tailored and meaningful change journey whereby they successfully adopt and embed the new ways of working, processes and tools and transition smoothly from current to future state.

This role will be an integral team member contributing to the successful implementation of this project supporting our stakeholders and teams to prepare for go live with a tailored and aligned change readiness plan:

- Working across a broad range of initiatives to ensure alignment of change and engagement activities and timely execution of activities
- Working with change managers to identify and analyse business impacts, risks, risk mitigations and change impact and readiness assessments
- Undertaking stakeholder analysis, mapping and engagement planning
- Building effective relationships with multiple stakeholders across the business
- Providing hands on support to develop material to support the business including end user engagement and business readiness collateral

Reporting Line

Reports to: Area of Delivery Change Manager or other nominated position

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Creation, analysis and updating of Change Impact Assessment documents at various stages (high level to detailed)
- Support creation of Business Readiness Criteria and maintenance and reporting on Business Readiness Assessment ratings for all target stakeholder groups
- Actively monitor stream change impacts, and change readiness progress against transition plans, providing reports to relevant staff on upcoming impacts and changes
- Contribute to and maintain Stakeholder Management and Engagement events, materials and plans

Key Selection Criteria

- Excellent analytical skills, including current state process analysis and stakeholder analysis
- A strong ability to communicate and liaise with stakeholders at various organisational levels.
- Highly developed interpersonal skills including demonstrated ability to work as a member of a team.
- High degree of proficiency in Office tools such as Word, PowerPoint and Excel
- Understanding of project management and change management delivery principles and outcomes.
- Understanding complex scenarios – bringing together different topics and ideas and synthesising clear and concise content
- Understanding of a relevant change management methodology (e.g., PROSCI, APMP, CMI, etc.)

- A high level of co-ordination and organisational skills, as well as an ability to co-ordinate multiple and competing tasks

Qualifications

Experience and qualifications in communications, marketing or related disciplines and relevant experience.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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