

Position Description – Change Manager

Position Details

Position Title:	Change Manager
Position Number:	50073524
Portfolio:	Research & Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the City campus but may be required to work at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 15,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, 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 and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

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 are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

In the 2020 QS World University Rankings, RMIT is ranked 223rd and 15th in Australia. RMIT is 18th globally in the 2021 QS Top 50 Under 50 (5th in Australia). A ranking of the world's top universities which are under 50 years old. RMIT was also ranked 77th globally in QS Employability Rankings 2020. RMIT ranks 55th globally on the Graduate Employment Rate.

In the 2019 QS World University Rankings RMIT is ranked 250th and is also ranked 21st globally in the QS Top 50 under 50 which ranks universities under 50 years old. RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and Times Higher Education.

In the 2018 QS Rankings by Subject, RMIT is 11th in the world (highest ranked in Asia Pacific) in Art & Design, and 26th in Architecture & the Built Environment. We are also among the world's top 100 universities in Engineering (including in Civil & Structural; Electrical & Electronic and Computer Science & Information Systems); Accounting & Finance; Business & Management Studies; Communication & Media Studies. The 2018 Shanghai Rankings' Global Ranking of Academic Subjects echo RMIT strengths in Engineering & Technology and the subject areas as

highlighted by QS Rankings by Subject.

Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

In alignment with RMIT's change principles, the portfolio Change Manager is accountable for developing and leading the change management strategy, plans and interventions across a portfolio of strategic projects, supporting leaders in the design, communication and delivery of all change readiness activities and engaging stakeholders.

The appointed Change Manager must have the agility, passion, and imagination to do this in a manner which is inclusive and collaborative 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 to enable smooth transition from current to future state.

You will be required to work closely with project delivery leads, senior leadership, executive sponsors, Enterprise Change team and Colleges to ensure our organisational approach to change is inclusive, dynamic, efficient and ultimately delivers desired outcomes and ownership.

Reporting Line

Reports to: Senior Manager, Planning and Enablement

Direct reports:

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

- Lead all change management activities for initiatives delivered by the Research and Innovation portfolio in collaboration with RMIT's Enterprise Projects and Business Performance team and in alignment with RMIT's Enterprise Change framework, principles and methodologies.
- Partnering with R&I's project manager and digital enablement owner, and collaborating with R&I stakeholders, lead all of the relevant change management activities in the delivery of projects and initiatives in the R&I priority operating plans.
- Lead a range of change projects which requires strong engagement across the Colleges and relevant portfolios within RMIT. This includes the development of comprehensive change plans, readiness and impact assessments, training where relevant, rollout plans and broadly bringing stakeholders on the change journey via excellent stakeholder relationship management.
- Working with the functional Executive, Senior Manager and Business Analyst, support continuous

improvement of services with the view to sustainably manage service levels out of R&I.

- Ensure change management plan dependencies such as stakeholder engagement, current/future state impacts, change readiness, and change impact and sustainability is understood by stakeholders and managed accordingly.
- Lead the design and development of stakeholder engagement plans, in partnership with Internal Communications.
- Identify, analyse and prepare mitigation and intervention actions to address risks that could affect, constrain, block or influence the outcomes of change.
- Act as decision maker for all critical change management, set project priorities, resolve conflicts, and manage issues via a resolution process.
- In conjunction with the Training Lead, where relevant, develop and implement training plans and ensure the readiness of all end users across the Colleges and R&I portfolio.
- Support R&I leaders in understanding, influencing & embedding change.
- Support senior leaders in sustaining change with monitoring and reporting
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Working knowledge of and experience in change methodologies and models (e.g., PROSCI, APMP, CMI, etc.).
2. End to end project lifecycle experience and working knowledge of a variety of project methodologies (Agile preferred).
3. Demonstrated ability to lead, motivate, influence and coordinate a variety of internal and external stakeholders to achieve strategic project priorities.
4. Extensive experience in developing stakeholder engagement plans within the context of change to breakdown resistance and deliver high engagement and required project outcomes.
5. Excellent written, verbal, analytical, coaching and facilitation skills.
6. Excellent interpersonal, consultation and negotiation skills, including the ability to work collaboratively, liaise effectively with a diverse range of stakeholders and to communicate effectively on complex issues.
7. Proven ability to exercise initiative, think strategically and creatively and to adopt an active approach to problem solving.
8. A high degree of resilience and ability to cope with ambiguity and changing priorities.
9. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

- A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.
- Formal certifications in change management and/or project management preferred.
- Higher education experience preferred but not essential

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Jane Holt Title: Executive Director, Research Strategy and Services Date:
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