



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ENTERPRISE CHANGE ANALYST
Position no:	50066567
Team:	[Finance]
Department:	Transformation Office
Location:	Ultimo
Reports to:	HEAD OF ENTERPRISE CHANGE 50066070
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 8]
HR Endorsement:	16/05/2023

Purpose

Partner with stakeholders on the planning and delivery of change activities including assessment, analysis, development, documentation and implementation of change to ensure successful implementation of enterprise change programs aligned with the ABC's Five Year plan.

This role will support the Enterprise Change Manager/s in ensuring the overall change management implementation on a number of Enterprise Programs such as organisational restructures, business process improvements and workplace transition to activity based working.

Key Accountabilities

- Under broad direction, and partnering with the Change Manager/s, contribute significantly to the scoping, planning and implementation of the Enterprise Change Management activities in accordance with the Enterprise Change Delivery framework.
- Lead change workshops and sessions, with the ability to consolidate outputs (relating specifically to people, process and systems) into meaningful, detailed change analysis data.
- Collaborate and support the Change Manager/s in the design, development, and delivery of stakeholder engagement sessions to ascertain change needs, development requirements and current program delivery.
- Lead the assessment of the current state and future state gap analysis and assess impacts to ensure change strategy and plans meet program objectives.

- Collaborate with the business to co-design, develop and execute engagement plans to support people change related activities.
- Partner with key stakeholders in the preparation and development of training needs assessment and training plans.
- Participate in stakeholder engagement sessions and forums to educate the business on and contribute to ABC's Change Delivery Framework, and its associated methodologies and tools.
- Leverage ABC experience to inform change solutions that effectively address business and audience impacts.
- Maintain a high-level awareness of best practice in change management to support and build ABC's capability.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.
- Provide support to the Enterprise Change team, as required.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in Change Management / Human Resource Management or related field, or demonstrated equivalent high level skills, knowledge, and experience.
2. Demonstrated extensive experience working across enterprise and particularly complex change programs, such as enterprise-wide reorganisations and cultural change.
3. Demonstrated significant experience in conducting stakeholder analysis and engagement sessions and undertaking in-depth change impact assessments to devise relevant change interventions.
4. Outstanding written and verbal communication skills with the ability to convey generally complex information to technical and non-technical audiences; and foster an open and creative approach both within and across teams.
5. High level experience working sensitively and proactively with employees experiencing change; and ability to influence others and move toward a common vision or goal.
6. Demonstrated high level of motivation and personal initiative, the ability to provide both strong leadership and to work effectively both independently and as a member of a team.
7. Outstanding planning, organisational skills, and high attention to detail, with the ability to analyse and make judgement calls on competing requirements, while working under pressure to meet tight deadlines.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



