

## WorkSafe Tasmania

# Change Analyst – Statement of Duties

### Objective

The position contributes to the delivery of effective change management arising from a range of projects and programs funded by the WorkCover Board Tasmania and delivered by WorkSafe Tasmania. The position will provide advice and support on engagement, communication and change strategies for project and program change activities.

### Duties

- Support project/program managers in the development and implementation of change management processes including, where necessary, taking the lead on the development and delivery of key change activities.
- Contribute to project/program planning and execution through the identification of stakeholders and stakeholder impacts and the development of Change Management Plans and supporting tools to influence and achieve desired outcomes.
- Participate in consultation and engagement processes with key internal and external stakeholders to identify and mitigate critical impacts and to implement and reinforce sustainable change.
- Provide advice and coaching to project/program teams in understanding, influencing, imbedding and sustaining change.
- Support, and where relevant, directly participate in key communication activity for projects/programs.

### Level of responsibility

- Contribute to the delivery of change management processes for WorkSafe Tasmania projects/programs.
- Integrate change management activities into project plans, evaluate user readiness, gather success metrics and monitor change progress.
- Contribute to best practice capability through day-to-day guidance and development of staff, as well as promoting a culture of “change leadership” and “change championing”
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisor.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contribute to making our workplaces Inclusive and Collaborative.

## **Direction and supervision received**

- Works with minimal supervision and with only broad direction from the Project Manager (WorkCover Tasmania Board Projects), WorkSafe Tasmania.

## **Selection criteria**

1. Significant experience in leading and implementing change management strategies and activities.
2. Demonstrated capacity to manage and engage with a range of stakeholders including consultation, facilitation and proven problem-solving abilities.
3. Highly developed analytical and conceptual skills, with an ability to assess change readiness and develop change capability across projects and initiatives to positively impact the successful implementation of change.
4. High level interpersonal, negotiation and communication skills, particularly in the context of change management.
5. Demonstrated capacity to develop innovative solutions to complex problems.
6. Ability to work flexibly as part of a team, with a strong commitment to accountability, including personal skills of adaptability, initiative, innovation and inquiry.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Minimum 2 years' experience in managing complex change
- A Bachelor's degree in a relevant discipline
- Change management certification
- An ability to travel throughout Tasmania

# Position Summary

<b>Title</b>	Change Analyst
<b>Number</b>	
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Regulation and Service Delivery
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	WorkSafe Tasmania
<b>Branch</b>	Policy and Projects
<b>Supervisor</b>	Project Manager (WorkCover Tasmania Board Projects)
<b>Direct Reports</b>	Nil
<b>Location</b>	Rosny
<b>Position category and funding</b>	T377