POSITION DESCRIPTION

UPO CHANGE LEAD

POSITION LEVEL
9

FACULTY/DIVISION
VCO/ UPO

POSITION NUMBER
ADMIN ONLY

ORIGINAL DOCUMENT CREATION
14/09/ 2020

POSITION SUMMARY

The UPO Change Lead is responsible for ensuring that the change capacity of the University is adequately considered when decisions regarding new strategic investments are made. The UPO Change Lead will do this by collaborating with Divisions and Faculties to establish a view of change that incorporates both project and operational activities. To ensure change data is consistently collected and manage, the UPO Change Lead will develop and implement a standard approach to change to support the delivery of strategic investments.

The UPO Change Lead reports to the Director UPO and has no direct reports.

ACCOUNTABILITIES

Specific accountabilities for this role include:

- Establishing and maintaining a University view of change impacts across UNSW's portfolio of strategic investments
- Review Strategic Investment Proposals (e.g. Business Cases) to ensure change impacts have been captured and communicated to key stakeholders prior to being submitted through the governance process.
- Make active contributions to project teams to ensure change management activities are consistently integrated into project plans and effectively promote outcomes
- Develop and implement a pragmatic standard approach to project change management, including templates, guides and training for Change Managers recruited to support the delivery of projects.
• Support the UPO Business Partners in defining change benefits and appropriate measures regarding change strategies and plans that are considerate of and suited to the culture of the Faculty / School / Division and BAU pressures.

• Establish and maintain both formal and informal change networks across UNSW.

• Coach, train and influence leaders and stakeholders to become good communicators and facilitators of change.

• Work with the UNSW Risk unit to ensure change risks are captured and reported.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

SKILLS AND EXPERIENCE

• Tertiary qualifications in a relevant discipline and / or extensive experience in delivering effective change management in large scale transformative programs that include changes to people, organisational structures and culture, technology, process, finance and operations.

• Understanding and extensive experience of working with different project management methodologies and frameworks and tight linkages needed with change management deliverables.

• Advanced planning, project management, time management and decision-making skills.

• Effective leadership, interpersonal and communication skills; most importantly, ability to influence senior stakeholders and executives.

• Capability to plan and lead others to achieve priority outcomes and respond flexibly to changing and at times ambiguous environments.

• Extensive experience in designing and applying fit-for-purpose change approaches and deliverables.

• An understanding of the context and culture of the higher education sector (preferred but not essential).

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.