

Position Description

Position Title:	Change Analyst
Position Classification:	Level 7
Position Number:	317799
Faculty/Office:	Corporate Services
School/Division:	Business Transformation
Centre/Section:	
Supervisor Title:	Manager, Change Management
Supervisor Position Number:	317797

Your work area

UWA is initiating a program of transformational work to support UWA 2030 and the 2025 Strategic Plan. This includes investing in Business Transformation to further improve administrative and support services to meet the needs of the University's staff and students.

Efficient and agile service delivery is vital to enabling the university strategic objectives. The University's new Business Transformation function is tasked with refining service provision with a focus on quality, simplification and automation improvements while centred on the end user needs.

Reporting structure

Reports To: Manager, Change Management

Your role

As the appointee you will, under limited direction, provide high level change and project management support to Business Transformation initiatives across professional service delivery. You will coordinate change efforts across multiple projects, undertake research, provide detailed analysis, develop change management plans and content. You will consult with internal and external stakeholders on projects, change adoption and issues associated with business transformation initiatives.

Your key responsibilities

Implement a structured change management approach and methodology for business transformation under the guidance of the Associate Director, Change Management

Apply and customise the change management methodology across multiple complex change initiatives

Conduct change impact assessments on the future state design across people, technology, data and process

Partner with functional / project teams to develop training, communication and engagement plans and materials

Complete assessments of readiness for changes being implemented by the program / projects

Develop analytics to measure change effort effectiveness and guide the change approach

Build and maintain strong relationships with stakeholders, manage expectations about the program, generate engagement and ensure organisational alignment

Contribute to detailed reporting for senior stakeholders

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial experience in project management and change management methodologies

Experience in transformation and/or complex change management programs with a strong process and automation orientation

Excellent written and verbal communication skills along with consultation and negotiation skills

Excellent planning and organisational skills, and an ability to set priorities and meet deadlines

Proficiency in a range of computing skills such as word processing, presentation development, spreadsheets and databases, as well as use of the internet and email

Demonstrated ability to work independently, show initiative and work productively as part of a team

Ability to innovate, analyse and think creatively on change and improvement opportunities

Special requirements (selection criteria)

There are no special requirements

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.