

Change Adviser
Change Team
Division of Human Resources

Campus	Albury, Bathurst or Wagga Wagga
Classification	Level 7
Hours per Week	35 (Part time arrangements considered)
Delegation	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Fixed Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	28 August 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Human Resources

The Division of Human Resources has a key strategic role in building institutional strength, reputation and sustainability at Charles Sturt University. The Executive Director, Human Resources reports directly to the Vice-Chancellor and is a member of the Vice-Chancellor's Leadership Team.

The Division facilitates and supports the attainment of the University's strategic objectives through working in partnership with faculties and divisions to attract, retain and develop the staff required to meet business needs and by progressing leadership development, culture and change within the University.

The Change Team

The Change Team plays a critical role in managing change across the University in support of its strategic and operational objectives and developing change management capability. This is achieved through the provision of strategic change support; support for large scale technical and operational change initiatives and programs; and the education and provision of change management tools and processes and coaching to assist the University to deliver successfully managed change through the change Centre of Excellence.

The focus is on integrating the people side of change into strategy, business processes, technology, roles and structures. The Change Team provides this support through leadership, advice and resources for change initiatives. The team partners with key portfolios within the University to integrate the overall approach to change management and project management to achieve business objectives. The team also works closely with the other directorates within the Division of Human Resources identifying developmental needs and issues affecting Faculties and Divisions to advance the change maturity of the University.

Organisational Chart

[Charles Sturt University](#)

[Division of Human Resources](#)

Reporting Relationships

This position reports to: Manager, Strategic Change Management
or Manager, Change Centre for Excellence

This position supervises: Nil

Key Working Relationships

- Office of Strategic Planning and Information team
- Manager, Organisational Culture and Capability
- HR Business Partners
- Change Champion network
- Project Managers

Position Overview

The Change Adviser provides coaching and support to project sponsors, project managers and people leaders to help educate and build capability in the adoption and usage of robust change management practices within change initiatives. The Change Adviser facilitates coordination and application of our Change Framework and fosters the Change Champion network to support successful change leadership. The Change Adviser has specific areas of focus related to supporting strategic change initiatives and/or developing the Centre of Excellence in line with the Internal Capability strategy.

Principal Responsibilities

- Provide coaching, education and support to managers and their teams in applying the Change Framework.
- Design plans for application of the Change Framework to initiatives and projects.
- Assist with the coordination and implementation of communications, training, coaching and resistance management plans related to change initiatives.
- Work with internal clients to assess change impacts and complete change assessments which are used to inform change management strategies.
- Co-ordinate communications for the Change Champion network and change leads across the organisation.
- Developing and coordinating resources and maintaining the change content on the University's website.
- Working as part of the change team to champion the adoption and usage of the Change Framework and good change practises across the organisation.

Physical Capabilities

The incumbent may be required to:

On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant degree with a range of experience either:
 - a. in a change related role(s) in a medium to large sized organisation; or
 - b. as an HR professional with relevant experience in change management, organisational development or business partnering activities in a medium to large sized organisation.
- B. Experience with change management principles, methodologies and tools and a willingness to further develop and enhance these change management skills
- C. Demonstrated ability to support and advise in the adoption of effective change management practices or other essential human resources activities.
- D. Experience in delivering workshops and facilitating learning sessions with diverse audiences.
- E. Excellent communication (verbal and written) and interpersonal skills including the ability to establish and maintain strong relationships, demonstrate empathy and the ability to manage conflict towards the achievement of a common goal.

Desirable

- F. Experience with change management methodologies.
- G. Familiarity with project management approaches, tools and phases of the project lifecycle.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)