

## Tasmanian Electoral Commission

### Change Manager – Statement of Duties

#### Objective

The Change Manager will lead the TEC team through an organisational restructure and expansion. This includes managing changes in systems, processes, culture, and personnel, addressing any impacts these changes may have. The role also involves ensuring the successful adoption of these changes, maintaining operational continuity, managing team transitions and recruitment of additional staff, preserving knowledge, and managing stakeholder relationships.

#### Duties

- Lead the implementation of the organisational review including recruitment, placement and induction of new staff; support to existing staff and implementation of priority projects.
- Working with the Electoral Commissioner and Deputy Electoral Commissioner, review, refine and deliver on the implementation plan including managing communications and consultation requirements into the wider business to improve engagement and change acceptance.
- Provide high level, expert advice and guidance on emerging issues and risks, including the identification and management of change resistance and options to resolve issues and mitigate risks.
- Ensure that change management activities are aligned to Tasmanian State Service and Department policies, core business functions and relevant legislation.
- Provide regular and meaningful reports to the organisation on the delivery of the change management plans.
- Define change success measures, and implement evaluation activities to regularly monitor progress of change against project deliverables.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

#### Level of responsibility

- Lead the delivery of change management processes to support the successful restructure and expansion of the TEC.

- Participate in defining and driving the strategic direction of the organisational change management project.
- Integrate change management activities into project plans, evaluate user readiness, gather success measures 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” across the TEC.
- 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.

### **Direction and supervision received**

- Works with minimal supervision and with only broad direction from the Deputy Commissioner as required.

### **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training, and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Demonstrated experience in leading and implementing change management strategies and activities.
2. Highly developed analytical, conceptual and problem-solving skills with a proven ability to provide innovative solutions to complex issues.
3. High level project management and organisational skills, including the ability to plan, monitor, coordinate and be responsible for several concurrent project activities, whilst working in an environment subject to strict timeframes and change.
4. High level oral and written skills, including the ability to produce high quality documents in a variety of communication formats for a range of target audiences.
5. High level demonstrated capability to lead strategic stakeholder discussions around change management and industrial issues, and the ability to forecast and develop appropriate strategies to resolve complex issues that may arise.
6. Strong interpersonal skills that build and maintain positive partnerships through consultation, negotiation, networking and advocacy.

### **Essential requirements**

- Political neutrality

## Desirable requirements

- Change Management Practitioner certificate (e.g. APMG)

## Position Summary

<b>Title</b>	Change Manager
<b>Number</b>	357881
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Tasmanian Electoral Commission
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Branch</b>	Tasmanian Electoral Commission
<b>Supervisor</b>	Deputy Electoral Commissioner
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Position category and funding</b>	Fixed Term