



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	Planning and Service Performance Division
<b>Department/Unit:</b>	Below Zero Program
<b>Position Title:</b>	Change Manager
<b>Classification:</b>	Senior Manager 1
<b>Position No:</b>	-
<b>Responsible to:</b>	Program Manager, Below Zero
<b>Number of positions that report to this role:</b>	-
<b>Delegation(s) Assigned:</b>	-

### PURPOSE STATEMENT:

Currently ANU emits significant quantities of greenhouse gases (GHGs), contributing to one of the greatest challenges the world has ever faced: climate change. Our goal is to transition ANU from being part of the problem to becoming part of the solution – from a source of GHGs to a net absorber of GHGs (a sink) via the ANU Below Zero program. At the same time, through integrating real-life emissions reductions and GHG removal with our world-leading research and teaching on climate change and energy, we can fast-track new and innovative approaches. As Australia's national university, we have the capacity to promote these innovations and engage the community providing leadership to other organisations in Australia and worldwide. This three-pronged approach forms the ANU Below Zero program: (i) On the ground emissions reduction and emissions removal, (ii) World-leading climate and energy research and teaching, (iii) Community engagement as the national university.

The Change Manager provides high-level professional support and advice on change management and communications for projects across the University's environmental sustainability programs and will focus on the people side of the change ensuring processes, systems, job roles and organisation structures are adapted to align with the impending change.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Reporting to the Below Zero Program Manager, and working in partnership with staff across ANU, the Change Manager operates with a considerable degree of autonomy to establish a best practice change management and communications framework across the Below Zero program, focusing on both organisational and behavioural change. The role will have a particular emphasis on developing a climate-literate and climate-capable culture throughout ANU with the goal of reducing GHG emissions across a range of activities. This will include ensuring that climate and sustainability goals are incorporated into policies, procedures and practices throughout the University.

The Change Manager will liaise with internal and external stakeholders, including senior leaders, business champions, staff and students, to develop and enact robust change management plans. They will work alongside senior leaders and business representatives within the University and the project team to gain commitment of staff and other stakeholders to embrace, adopt and effectively use the new processes and systems.

#### Role Statement:

Under broad direction, the Change Manager will:

1. Design, implement and support best practice business change management and communications strategies to support the successful delivery of change initiatives across diverse Below Zero themes, including reducing emissions from business travel.
2. Effectively lead change management aspects of program delivery to successfully deliver a comprehensive change management approach.
3. Engage with stakeholders through a range of forums to understand and manage the impact of change on the business operations associated with projects, and prepare staff for the transition to new ways of working. Conduct stakeholder analysis and profiling and data analysis to identify and respond proactively to any issues, to minimise adverse impacts.
4. Provide strategic and implementation advice to project team members, business stakeholders and senior executives on change rollout issues.
5. Provide regular and meaningful reports to stakeholders on the delivery of change management plans and support the post implementation and review process associated with the change.
6. Lead the delivery of training including customisation of training packages to suit the needs of the intended audiences, and the development and delivery of training materials for business areas and ANU Colleges impacted by the changes.
7. Contribute to the continuous improvement of Change Management within the University including establishing processes to minimise complexity and improve business change outcomes and making recommendations on systems and frameworks.
8. Comply with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity.
9. Other duties as required, consistent with the classification of the position and in accordance with the principle of multiskilling.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

#### SELECTION CRITERIA:

1. Relevant postgraduate qualifications with proven experience in organisational and behavioural change within a large and complex institution OR an equivalent combination of experience and education/training in a business change management environment. Experience working on environmental sustainability related change and engagement programs will be highly regarded.
2. Demonstrated experience providing strategic advice on complex change matters and initiatives to support a range of senior management and stakeholders and improve organisational outcomes.
3. Proven project and change management experience including planning, coordinating and implementing projects through to completion, with ability to utilise diverse methodologies as appropriate to the circumstance.
4. Demonstrated ability to exercise initiative, to think strategically and creatively and adopt an active approach to problem solving; high-level analytical and decision-making skills, including experience analysing complex data and preparing and delivering plans associated with business change management and projects.
5. Demonstrated high-level written and verbal communication; high level interpersonal and influencing skills including the ability to lead, motivate, mentor, coach, collaborate, consult, and negotiate, when working with a range of senior stakeholders.
6. Demonstrated understanding of equal opportunity principles and policies and commitment to their application. *The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	2 <sup>nd</sup> March 2023
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<b>Printed Name:</b>	Clare de Castella	<b>Uni ID:</b>	U1009152
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#### References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	Planning and Service Performance	Dept/School/Section	ANU Below Zero Program
Position Title	Change Manager, Below Zero	Classification	Senior Manager 1
Position No.	TBC	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<input type="checkbox"/> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.							
TASK		regular	occasional	TASK		regular	occasional
key boarding		<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work		<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling		<input type="checkbox"/>	<input type="checkbox"/>	work at heights		<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks		<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces		<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation		<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration		<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel		<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity		<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle		<input type="checkbox"/>	<input type="checkbox"/>				
NON-IONIZING RADIATION				IONIZING RADIATION			
solar		<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays		<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet		<input type="checkbox"/>	<input type="checkbox"/>	beta particles		<input type="checkbox"/>	<input type="checkbox"/>
infra red	laser      radio	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles		<input type="checkbox"/>	<input type="checkbox"/>
frequency		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
CHEMICALS				BIOLOGICAL MATERIALS			
hazardous substances		<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials		<input type="checkbox"/>	<input type="checkbox"/>
allergens		<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens		<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics		<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects		<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>		<input type="checkbox"/> carcinogens	clinical specimens, including blood		<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides		<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated		<input type="checkbox"/>	<input type="checkbox"/>
				specimens immunisations		<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):							
Supervisor's Signature:		Print Name:		Clare de Castella		Date:	2/3/2022

For assistance please contact HR Division Ph. 6125 3346