

POSITION DESCRIPTION

Position Title:	Senior Change Manager
Cluster / Business Unit / Division	Informational Technology
Section or Unit:	Change Management
Classification:	Band 8
Job Family:	Project & Program
Position Description Number:	PD-2564
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Senior Change Manager plays a pivotal role in leading and managing change management across a portfolio of organisational projects and initiatives ensuring alignment with the ANSTO's strategic objectives. The Senior Change Manager leads the development and execution of change management strategies, ensuring employees are engaged, supported, and equipped to adapt to changes in structures, processes, and technology. Their focus is on minimising disruptions while fostering new and effective ways of working.

The Senior Change Manager will develop, coordinate, and implement comprehensive change plans and activities, working closely with key stakeholders, subject matter experts, and technical specialists. This role provides specialist advice and support to senior leaders, people leaders, project teams, and other key stakeholders, ensuring a strategic and cohesive approach to change management. In addition this role will partner with Head of Change to establish Change Management at ANSTO.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

Information Technology is dedicated to operating, enhancing and maintaining ANSTO's Information and Operational Technology to ensure safe, secure and sustainable digital services. IT is made up of several specialised departments, including Cyber Security, Portfolio and Travel.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities:

Change Management Planning & Execution

- **Change Leadership:** Leading and managing change management across a portfolio of organisational projects and initiatives, using a structured approach and methodology to ensure alignment with the organisation's strategic objectives.
- **Change Strategy:** Developing and implementing innovative change management plans and strategies for organisational projects and initiatives, in collaboration with key stakeholders.
- **Change Impact Analysis:** Conducting change impact analysis to assess organisational, process, and employee impacts, and develop strategies to address challenges and ensure effective implementation.
- **Change Management Plans:** Developing, managing and implementing tailored change management strategies along with supporting plans such as communications plans and engagement plans.

- **Continuous Improvement:** Establishing and leading continuous improvement mechanisms to ensure monitoring and adaptability based on findings throughout the change management program.
- **Risk Management:** Identify potential organisational risks and anticipated points of resistance, both internally and externally, and develop targeted plans to mitigate risk or address concerns.
- **Learning Leadership:** Leading best practise approaches to understand and address learning needs and overseeing the successful delivery of targeted learning programs, aligned to the change management strategy.
- **Communications:** Design and deliver effective communication and engagement strategies including information sessions, and feedback channels to drive engagement, reduce uncertainty, and build trust during organisational transformation.
- **Engagement:** Leading and driving inclusive engagements to ensure regular, meaningful opportunities for senior leaders, stakeholders, and impacted groups to collaborate, participate, and prepare for change.
- **Change Readiness:** Overseeing and driving readiness and adoption activities to ensure leadership teams, project teams, other key stakeholders and impacted groups are prepared to lead, receive, and adopt the change.
- **Project and Governance:** Establishing strong partnerships with the program leaders and senior leaders to co-design and align with the overall project strategy, timeline, and governance structures. Providing strategic advice, delivering relevant reporting, and supporting effective risk management.
- **Change Establishment:** Work in partnership with the Establishing Change Management program to leverage framework and feedback and help shape and guide the program.

Stakeholder Engagement

- Provide specialist advice and support to leadership teams, project teams, and other key stakeholders.
- Manage effective stakeholder engagement, ensuring clear and regular communications with key business owners.
- Support business owners with the management of resistance to change ensuring buy-in and commitment to new ways of working.
- Influence key business stakeholders to support the desired outcomes of projects.
- Facilitate strong collaboration within the team and across the broader business and communities.
- Building relationships with stakeholders and acting as a trusted advisor and partner through the change process.

Individual

- Contribution to ideas for improving the way the team works, including recommending new approaches, tools, and strategies to enhance collaboration and efficiency.
- Supporting an environment by creating trust and self-motivation, fostering open communication, and encouraging team members to embrace change and take ownership of their roles.
- Proactively pursuing self-development through continuous learning opportunities, professional certifications, and staying informed about industry trends and best practices in change management.
- Championing the change process by leading by example and demonstrating resilience, adaptability, and a positive attitude during periods of transition.
- Building relationships and effective networks across all groups to ensure alignment and collaboration during change initiatives.
- Taking initiative to identify potential risks and challenges in the change process and proposing proactive solutions to address them.

Decision Making

The Senior Change Manager is responsible for making strategic decisions that drive the successful implementation of change management initiatives. This includes:

- The position works within the broadly defined outcomes of ANSTO and within a framework of legislation, policies, professional standards and resource parameters. Within this framework the role has considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of change resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Chief Information and Digital Officer and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- The position determines key work priorities within the context of agreed work plans and will consult with the Chief Information and Digital Officer, the CEO and the wider Executive Team on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Leading and managing all aspects of change management across a portfolio of organisational projects and initiatives, including endorsing plans, identifying and allocating resources to ensure change projects are resourced within allocated budgets.
- Maintaining agility by being prepared to adapt to changes and challenges as they arise.
- Making informed decisions by assessing multiple options and identifying the most effective course of action.
- Working collaboratively with both internal and external stakeholders to foster effective engagement in change initiatives, ultimately driving improved business outcomes.
- Managing and prioritising tasks, as well as handling complex and sensitive information in a high-profile environment, while maintaining tight and competing deadlines.
- Effectively influencing and negotiating with senior leaders and key stakeholders to drive successful engagement with change initiatives and processes, while ensuring adherence to policies and procedures.
- Identifying and analysing complex issues and conveying them to diverse audiences.
- Managing conflicting priorities to ensure relevant stakeholders and senior leaders remain fully informed, enabling them to make well-considered decisions on change initiatives.
- Managing complex and sensitive negotiations with diverse stakeholders, ensuring outcomes are achieved within the agreed timeframe.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Senior Leaders	<ul style="list-style-type: none">• Build and maintain strong relationships with key stakeholders, including senior leadership, employees, and regulatory bodies.• Provide advice and support regarding change management activities across ANSTO• Facilitate workshops, meetings, and training sessions to support change initiatives and enhance stakeholder understanding.
Relevant Stakeholders	<ul style="list-style-type: none">• Build and maintain strong relationships with key stakeholders, including senior leadership, employees, and regulatory bodies.• Provide advice and support regarding change management activities across ANSTO

	<ul style="list-style-type: none"> Facilitate workshops, meetings, and training sessions to support change initiatives and enhance stakeholder understanding.
Change Management Team	<ul style="list-style-type: none"> Contribute to group decision making processes, planning and goals Collaborate and share accountability Facilitate workshops, meetings, and training sessions to build change capability Provide support
Change Community of Practice	<ul style="list-style-type: none"> Build, develop and maintain effective working relationships to facilitate collaboration, consultation and open channels of communication Provide subject matter expertise, exchange information and receive feedback
External	
Key External Stakeholders	<ul style="list-style-type: none"> Develop and maintain effective working relationships Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.
Vendors / Suppliers	<ul style="list-style-type: none"> Provide a first point of contact for vendors / suppliers

POSITION DIMENSIONS

Staff Data.	
Reporting Line	Chief Information and Digital Officer
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be infrequently required to enter radiation areas under tightly regulated conditions
Hours:	Willingness to work varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements
Workplace Health & Safety	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers
	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor's degree in Human Resources, Psychology, Communications, or a related field. Postgraduate qualification is preferred.
- Extensive experience in Change Management, Organisational Development, Human Resources or other similar disciplines working with people change.
- Demonstrated experience and knowledge of how to adapt change management principles, methodologies, and tools to develop fit for purpose solutions that drive organisational success.
- Demonstrated experience in designing and implementing impactful change management programs for complex people transformation, delivering measurable success across dynamic and diverse organisations.

5. Extensive experience in establishing continuous improvement mechanisms to ensure adaptability throughout change management programs, addressing the needs of stakeholders and impacted groups.
6. Thought leadership and credibility to influence and negotiate at the most senior of executive levels.
7. Demonstrated highly developed oral and written communication skills, and ability to establish relationships and communicate at all levels.
8. Proven ability to manage multiple projects and meet deadlines.
9. Strong interpersonal skills and the ability to work collaboratively with diverse teams.
10. Certification in Change Management or Project Management is desirable.
11. Strong analytical skills with the ability to interpret complex data and provide actionable insights to support change initiatives.
12. Experience with data analytics tools and software to track, measure, and report on the effectiveness of change management strategies.

Key Competencies

- Strategic Thinking
- Leadership
- Problem-Solving
- Adaptability
- Attention to Detail

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Marianne Morton	Name:	Marianne Morton
Title:	Chief Information and Digital Officer	Title:	Chief Information and Digital Officer
Signature:		Signature:	
Date:		Date:	