

Position Description – *Change Management Specialist*

Updated 3/2/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Academic Quality and Enhancement
Supervisor (Title)	Associate Director, Strategic Projects
Classification	Higher Education Officer Level 8
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>At Flinders University, we are fearless in our pursuit of excellence and ready to embrace change. In an era of rapid and constant transformation, we recognise that the ability to adapt and thrive in the face of change is essential to our shared success. Our Change Management Practitioners play a crucial role in ensuring a people-centric approach to change, facilitating smooth transitions for stakeholders, impacted staff, students, and the wider Flinders community (where applicable).</p> <p>Under broad direction, the Change Management Specialist is responsible for delivering end-to-end change management services and activities that enable the successful implementation of student and education related projects and initiatives across the University. These activities will align with the University's Change Management Framework and tailored to impacted audiences. Key responsibilities include developing fit-for-purpose change management plans, facilitating inclusive engagement, managing stakeholders effectively, creating clear and meaningful communications, and delivering targeted learning, readiness, and adoption activities where applicable.</p> <p>The position will work with Project Managers on day-to-day activities and will formally report to the Associate Director, Strategic Projects.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Change Management Specialist is accountable for:

- **Delivering Change:** Bringing change management strategies to life through planning and the delivery of activities to ensure the successful implementation of change initiatives.
- **Change Management Strategy:** Contributing to and working within an established change management strategy aligned with the University's Change Management Framework.
- **Change Impact Analysis:** Using independent judgement to gather and analyse data, assess change impacts, recommend interventions and mitigations, and provide insights for decision-making.
- **Change Management Plans:** Creating tailored change management plans and required supporting plans such as Communications and Engagement Plans.
- **Stakeholder Management:** Building trusted relationships with stakeholders to support them in leading and driving change and providing support throughout the change management process.
- **Stakeholder Engagements:** Delivering and monitoring engagements to ensure regular, meaningful opportunities for stakeholders and impacted groups that enable buy-in, builds understanding, and supports early adoption.
- **Change Communications:** Actioning and monitoring high-quality, timely, and relevant communications and materials for stakeholders and impacted groups.
- **Learning Approach:** Providing specialist knowledge to identify learning requirements and leading or guiding (where applicable) the successful delivery of learning programs and materials for impacted groups.
- **Readiness Approach:** Conducting readiness and adoption activities to ensure stakeholders and impacted groups are prepared to receive and adopt the change both before and after the transition.
- **Project and Governance:** Ensuring alignment with the overall project strategy, timeline, and governance structures, while providing necessary support and reporting as required.
- **Other Responsibilities:** Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience, or an equivalent combination of experience and/or education and/or training.
- Prosci Certified Change Practitioner, or relevant experience in applying best practise change management methodologies.
- Demonstrated broad experience in driving and significantly contributing to successful change management delivery across entire project lifecycles.
- Demonstrated broad experience in working on strategic, business improvement and compliance projects and fostering agile ways of working to achieve successful outcomes.
- Demonstrated broad experience in change impact analysis and creating fit-for-purpose change management plans for impacted groups.
- Experience in practically applying established change management strategies to plans, change services, and activities.
- Demonstrated ability to quickly build trusted relationships with stakeholders, and effectively support them and impacted groups through various types of change.
- Demonstrated ability to coordinate and facilitate engagements, develop high-quality communications, and conduct readiness and adoption activities.
- Demonstrated ability to interpret and distil complex data, document and recommend project and business-focused solutions.
- High-level written and verbal communication skills.
- High-level interpersonal, influencing and relationship management skills.