

Position Description – *Change Manager*

Updated 07/04/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Academic Quality and Enhancement
Supervisor (Title)	Associate Director, Strategic Projects
Classification	Higher Education Officer Level 9
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 and facilitating smooth transitions of stakeholders, impacted staff, students, and the wider Flinders community (where applicable).</p> <p>Under broad to generally unguided direction, the Change Manager is responsible for leading and delivering end-to-end change management services and activities that support the successful implementation of student, education and teaching projects and initiatives to impacted audiences across the University. This includes creating and executing comprehensive change management strategies aligned with project and organisational objectives, developing fit-for-purpose change management plans, and partnering with and managing stakeholders at all levels. The position also involves driving and implementing change activities to ensure successful transitions, encompassing engagements, communications, learning, readiness and adoption activities (where applicable).</p> <p>The position will support to the Associate Director, Strategic Projects and/or Project Managers for day-to-day activities and formally report to the Associate Director, Strategic Projects, who will provide broad direction on aligning and applying the University's Change Management Framework.</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.



A current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.

KEY POSITION RESPONSIBILITIES

The Change Manager is accountable for:

- **Leading Change:** Driving change management programs by developing comprehensive strategies and plans and delivering activities to ensure the successful implementation of change initiatives.
- **Change Management Strategy:** Developing and executing comprehensive change management strategies that align with project and organisational objectives and the University's Change Management Framework.
- **Change Impact Analysis:** Overseeing, gathering and analysing data, assessing the impact of change, recommending interventions and mitigations, and providing insights to help informed decision-making.
- **Change Management Plans:** Creating and delivering tailored change management plans and required supporting plans such as Communications and Engagement Plans.
- **Stakeholder Management:** Building trusted relationships with key stakeholders, providing guidance, addressing their needs and concerns, and assisting leaders to be the 'face of the change' through practical and strategic change management techniques.
- **Stakeholder Engagements:** Leading, delivering, and monitoring engagements to ensure regular, meaningful opportunities for stakeholders and impacted groups that enable buy-in, builds understanding, and support early adoption.
- **Strategic Communications:** Leading, actioning, and monitoring high-quality, timely, and relevant communication plans, communications and materials for stakeholders and impacted groups.
- **Learning Approach:** Providing specialist knowledge to lead or identify learning requirements and leading (where applicable) the successful delivery of learning programs and materials for impacted groups.
- **Readiness Approach:** Conducting strategic 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:** Partnering with project and workstream leads to align change activities with scope, timeline and governance decisions including provisioning advice on people and adoption impacts.
- **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

- Postgraduate qualifications and extensive relevant experience, or an equivalent combination of experience and/or education and/or training.
- Prosci Certified Change Practitioner or an equivalent, recognised change management accreditation.
- Broad to extensive experience in leading and delivering successful change management programs and services across entire project lifecycles.
- Broad to extensive experience in managing complex change management programs and fostering agile ways of working to achieve successful outcomes.
- Broad to extensive experience in overseeing and undertaking change impact analysis and creating fit-for-purpose change management plans for impacted groups.
- Broad experience in leading and overseeing project and change management resources to deliver change management activities.
- Broad to extensive experience in developing and delivering change management strategies and plans for impacted groups.

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- Broad to extensive experience in building trusted and influential relationships with stakeholders, and effectively guiding and supporting them and impacted groups through diverse levels and types of change.
- Broad to extensive experience in leading and facilitating engagements at all levels, developing high-quality communications, and overseeing and conducting learning, readiness, and adoption activities.
- Broad to extensive ability to interpret and distil complex data to provide strategic solutions and recommendations for successful project delivery.
- High level written and verbal communication skills.
- High level interpersonal, influencing and relationship management skills.



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