

Position Description



Position Title	Change Manager
Position No	00081037
Delegation Level	006
Job Designation	Manager
Organisational Unit	SEQ Integration
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Mgr Change & Business Readiness

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To design, build and implement the change management strategy, initiatives, processes, tools and training packages required for projects within the Strategic Projects function in order to move Queensland Rail to a culture of sharing information.

Position Responsibilities

1. Develop the change management and education program to communicate the program or project strategy and deliverables to a broader audience within Queensland Rail, including key stakeholders.
2. Develop and implement change management plan, processes and tools, including a communications channel to communicate changes within the program or project to the broader project audience and knowledge sharing platform, ensuring alignment to Queensland Rail change processes and activities.
3. Determine and develop capability and training requirements, relevant training content and delivery channels; implement education and training program across Queensland Rail.
4. Develop and maintain effective business relationships with internal and external stakeholders through timely, strategic and valued advice to drive the organisational change required by the program or project strategy and deliverables.
5. Provide advice and solutions to track adoption of and proficiency of project change and communication initiatives.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

Position Description



What is the key selection criteria

1. Extensive knowledge of best practice change management strategies, processes and techniques during major workplace reform.
2. High level of skill in the high and intermediate system and process design and detailed systems design and build of change management
3. High level of skill in development and implementation of innovative and effective internal and external change management plans, strategies and initiatives within a large and diverse organisation.
4. High level of skill in project management and problem solving.
5. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.