



Position Description – Change Analyst

Position Details

Position Title: Senior Change Analyst

College/Portfolio: Vocational Education **School/Group:** Planning and Resources

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Fixed Term until 28th January 2028

Fixed Term Reason: HE-Specific Task or Project

Reporting Line: Project Manager

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

The College of Vocational Education

The next evolution in vocational education at RMIT will need to meet people where they are and take them where they want to go.

RMIT's College of Vocational Education will be ready for the challenge, guided by the [EVOLVE@RMIT](#) Roadmap.

EVOLVE sets a bold agenda and reflects our ambition to lead in industry-connected, learner-centred education to deliver real-world impact.

The EVOLVE Roadmap will contribute to the overarching vision of RMIT's Knowledge With Action Strategy and will support collaboration with stakeholders across colleges and portfolios while also maintaining a distinct VE focus to ensure we can shape the university's future as a connected and future-facing vocational institution.

Our five Roadmap actions are:

- Offer transformative education experiences to all students
- Connect across RMIT and industry for applied research
- Respond at pace and scale to industry, government and communities
- Grow our impact as the leading multi-sector provider in our region
- Invest in our people and organisational enablers to support our success

Position Summary

The Senior Change Analyst is pivotal to the successful delivery of change initiatives and is responsible for identifying and documenting business requirements, undertaking comprehensive change impact analysis, and synthesising information to enable informed strategic decision making.

Working collaboratively with Directors, Senior Leaders and project teams, the Senior Change Analyst will lead the design and implementation of change management strategies, ensuring meaningful engagement with impacted stakeholders. Key responsibilities include capturing and analysing business requirements, facilitating workshops to assess change impacts and co-design future states, and conducting thorough stakeholder impact assessments.

The ideal candidate will demonstrate strong analytical and communication skills, substantial experience in stakeholder engagement, and a proven track record delivering organisational change within complex environments. As a member of a dynamic team, you will play a central role in driving successful outcomes and may be called upon to support related strategic initiatives across enabling services.

Key Accountabilities

- **Complete Change Management Activities and Organisational Artefacts**
Deliver all required change management activities and organisational artefacts. Activities include change impact assessments, change management strategies/plans, stakeholder engagement plans, communications strategies/plans, training strategies/plans, and handover/embedding plans.
- **Provide Specialist Organisational Change Advice.**
Act as a trusted advisor, providing tailored change management advice, support, and consultation to project teams and stakeholders.
- **Facilitate Stakeholder Engagement and Communication**
Design and deliver impactful stakeholder communications and facilitate workshops and sessions to foster engagement, clarify change impacts, and enable co-design of future states.
- **Analyse and Report Change Impacts**
Identify, analyse, and document high-level and detailed change impact assessments, translating insights into actionable recommendations.
- **Support Business Readiness and Adoption.**
Coordinate and support business readiness assessments, learning needs, and the development and delivery of training to maximise stakeholder preparedness and adoption.
- **Drive Risk Identification and Mitigation**
Proactively identify, communicate, and manage change risks, issues, and dependencies, and develop effective mitigation strategies.
- **Foster Cross-Functional Collaboration.**
Establish constructive working relationships with cross-functional and diverse stakeholder groups to ensure alignment and consolidate lessons learned.
- **Promote Continuous Improvement**
Champion continuous improvement by sharing insights, facilitating reviews, and recommending interventions to enhance organisational capability and embed lasting change.

Key Selection Criteria

Essential:

1. Demonstrated highly developed communication skills for consulting and collaboration with internal and external stakeholders, including building rapport and fostering effective relationships.
2. Demonstrated excellence in analytical, problem-solving and critical thinking skills, with the ability to synthesise complex information and influence positive outcomes across diverse stakeholder groups.
3. High level of digital literacy and proficiency in relevant technologies, including the Microsoft suite, Promapp or similar process mapping tools, and experience with business system support, business requirement gathering, and project documentation.
4. Proven experience in project delivery and business change, including the identification and validation of change impact assessments that account for both direct and indirect effects on leaders, managers, end users, and externally impacted stakeholders.

5. Excellent communication and influencing skills and the ability to facilitate discussions to draw out information, synthesise and summarise.
6. Capability to design, develop and execute stakeholder engagement plans, including effective facilitation of workshops, communications planning, and risk identification and mitigation in support of organisational change.
7. Capacity to coach, lead, and support change agents and champions, applying kindness, patience and empathy, and modelling best practice change management behaviours.

Desirable:

- Experience in project and/or change management in tertiary education sector

Qualifications

Relevant degree and/or qualifications and experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.