ROLE PURPOSE

Role Title: Change and Project Lead
Division: Technology and Business Services
Location: Sydney
Date: July 2023
Employment type: Full time Permanent
Reports to: Head of Process and Change
Number of direct reports: None
Leadership Band: Leads Self

Purpose of the role:
The Change and Project Lead is accountable for the successful delivery of systems and process change projects by achieving agreed outcomes for quality/functionality and successful organizational change within acceptable tolerances of budget and schedule. The role will work closely with and actively encourage collaboration between technology teams, partners and teams in the wider FHF organization.

The Change and Project Lead will own the outcomes of:
1. Implements change management strategies to enable stakeholders to adopt change.
2. Lead and contribute to the co-creation of the Change Management Strategy and plan with business sponsor and the project team. Drive the implementation of the Change Management Strategy and Plan;
3. Supports change management for projects as well as assist in managing Project budgets, schedules, risks, issues and deliverables; project team and steering committee meetings
4. Development of user guides and running training sessions for projects and systems under implementation.
5. Lead the creation and implementation of a communications strategy and plan to ensure meaningful communication with stakeholders.
6. Support learning needs analyses, and help to design and implement training plans capable of ensuring ongoing success of systems and processes, in close collaboration with subject matter experts
7. Support and practice project management techniques as part of project teams or leading small project initiatives
8. Other tasks as requested by your manager.

Our Capabilities:
As a member of The Foundation Family you will:
1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:
- Highly developed understanding of change management methodology
- Highly developed understanding of systems projects, tasks and team dynamics
- Exceptional attention to detail
- Highly developed communication skills, ability to work effectively in cross-cultural environment with fluency in written and spoken English
- Highly developed interpersonal skills with the ability to effectively influence stakeholders at all levels
- Highly developed capacity building skills
- Highly developed analytical, conceptual problem-solving skills
- Extensive documentation skills with high attention to detail
- Succinct planning, Organisational and time management skills
- Self-motivated, can work with minimal supervision and maintain performance under pressure
- The ability to work constructively within a team environment
- Experience in mentoring and coaching teams at different levels
- Flexible and adaptable; able to work in ambiguous situations
- Resilient and tenacious with a propensity to persevere

Essential Experience:
- Organisational change leadership for projects in complex environments
- Leading process and/or system implementation teams and enhancements
- Collaborating with and coaching diverse and complex senior stakeholders, developing relationships and providing advice based on change management methodology with a track record of delivering results

Desirable Experience:
- Awareness of trends, issues, and changes in the international development and international non-government organisation sectors (including in the global, regional and local contexts)
- Formal organizational change (PROSCI, CCMP etc.)
- Good experience with project management approaches, tools and phases of the project lifecycle
- Exposure and/or development of education and training campaigns for systems, data and process
Qualifications:
Relevant undergraduate qualification/s essential.
Post graduate desirable
Completion of change management studies essential.

The position involves:
This position is recognised as having “Contact with Children” either direct or indirect
This position does not involve “Working with Children” either direct or indirect.

Travel:
Domestic and international

Additional Responsibility:
Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:
• Be eligible to work in Australia and other regions where you will be based
• Undergo background check including criminal records and qualifications check
• Undergo working with children check for positions that are identified as working with children