

COPYRIGHTAGENCY

CHANGE MANAGER

- Exciting transformation project
- Sydney, CBD
- 24-month contract

About the role

This position is responsible for developing and implementing our change strategy, training schedule and stakeholder engagement plan for our major business transformation project. The Change Manager will ensure that employees in the business are ready for our new systems and have all the tools and knowledge needed to embrace any changes this project will bring. The role will also create a comprehensive communications plan that includes extensive and thorough consultation with external stakeholders, including our members and licensees. The Change Manager will also be tasked with measuring and monitoring the success of change initiative, including reporting, identification of risks and determining appropriate interventions.

Duties

Your typical tasks and duties will include:

- creating and executing a change management strategy;
- ensuring the adoption of new business processes and systems by internal and external stakeholders;
- developing and implementing a stakeholder engagement plan for members, licensees and other stakeholders;
- creating a comprehensive communications plan that is executed in a timely and efficient manner to ensure that all employees and stakeholders are informed of the changes;
- consulting with managers and Human Resources to identify training and development requirements and create a training plan for each workstream;
- developing and implementing a plan to measure and monitor change, including reporting, identifying risks and determining appropriate interventions;
- assessing and managing risks for the transition of systems and services.

About you

The ideal candidate for this role will have:

- a strong track record in delivering change management, preferably in a medium sized, not-for-profit (or similar) environment;
- extensive experience delivering change management on a complex program of work incorporating multiple projects;
- extensive experience managing risk frameworks and business impact analysis for the transition of systems and services;
- practical experience in coaching and training;

- strong organisational skills, with the ability to multitask and manage conflicting priorities;
- hands on experience in Microsoft Office tools such as Excel, as well as project management applications such as JIRA and Confluence;
- excellent written and verbal communication skills with a proven ability to deliver messaging to a wide variety of stakeholders;
- experience in leading and managing change for businesses;
- a continuous and consistent track record in demonstrating ownership and accountability in their work;
- a strong commitment to delivering first class service and building strategic relationships; and
- an innovative and collaborative approach to work.

About us

The Copyright Agency is an Australian not-for-profit organisation that represents over 40,000 members across the publishing, media, visual arts, education and surveying sectors. We license copyright material so organisations can legally reuse content created by others, and be confident that creators are being compensated fairly for their work. We also manage the Resale Royalty Scheme for artists. The Copyright Agency's Cultural Fund provides grants to organisations and individuals to help enrich Australia's cultural life.

www.copyright.com.au

How to apply

Please submit your application using our online recruitment system at

<https://copyright.elmotalent.com.au/careers/copyright/jobs>.

You will be required to provide your resume and a covering letter that addresses the criteria in the 'About you' section. Applications that fail to address the criteria in a covering letter will not be accepted.

Applications close Friday, 15 February 2019.

All applications will be treated with the strictest of confidence.

Copyright Agency encourages applications from Aboriginal and Torres Strait Islander people.

To be eligible to apply you must have an appropriate Australian or New Zealand work visa.

Only successful applicants will be contacted.