

## Position Description

<b>Position Title:</b>	Project & Change Manager
<b>Reports to:</b>	Executive Manager, Product & Projects
<b>Work stream:</b>	Transformation & Engagement
<b>Location:</b>	Orange, New South Wales
<b>Employment Status:</b>	12 month contract
<b>Hours:</b>	Full Time – 36.75 hours/week
<b>Salary Band:</b>	REL 1
<b>Salary:</b>	\$111,843 to \$144,738 per annum
<b>Security Clearance:</b>	National Background Police Check
<b>Citizenship:</b>	Australian Citizen only

### The Environment

The Regional Investment Corporation (RIC) is a Federal Government-backed specialist finance provider for farmers and farm-related small businesses. Our loan programs encourage growth, investment and resilience in Australia's regional communities.

We were established under the *Regional Investment Corporation Act 2018 (RIC Act)*.

### The Job

As the Project & Change Manager, you will be responsible for hands-on project management of a number of initiatives within the RIC's Transformation Program, and overall Change Management oversight of all initiatives.

You will be responsible for:

- building and managing relationships with a range of internal stakeholders involved in the Transformation program, including the Senior Leadership team
- developing change management plans around all transformation initiatives and ensuring impacted users are supported
- work with stakeholders to develop a Change Impact Assessments, identifying impacted groups, the required engagement approach, and level of team-member support is required
- defining the change adoption approach for all initiative
- work with project teams to develop and communicate change approach including why change happening, how success will be measured
- develop training packs and facilitate training workshops, Tracks benefits realisation / adoption following roll-out.
- supporting the Executive Director, and other members of the RIC Leadership team developing strategic initiatives

- providing strategic advice to management on matters that relate change and internal engagement opportunities.
- undertaking other duties as directed.

You will report directly to the Executive Manager, Products and Projects

### Job Capabilities

We are seeking candidates who have:

- High level analytical skills to support effective evidence-based decision making
- Excellent written and verbal communication skills including the ability to interpret complex business information and document in a simple, understandable and effective way
- Champions and is energised by change with a practical and adaptable approach to introducing change into an organisation
- Agile mindset, and strong empathy around the impact of change
- Exceptional time management capabilities and the ability to manage competing priorities and multiple deliverables
- Strong stakeholder management skills with capability to influence and negotiate with stakeholders who may have competing requirements
- High degree of comfort operating in a technology-focused, remote work environment
- Self-motivated and with the ability to work independently where required, and a positive mindset that supports the effective functioning of the PMO team

### Knowledge and Experience

- Hands on experience working in agile cross functional project delivery teams
- At least 3+ years' experience as an agile project manager
- Demonstrated experience as a Change Analyst with qualification in change management (PROSCI or equivalent)
- Experience working in an environment with continuous delivery and a focus on deploying new technologies
- Ability to organise and participate effectively in agile ceremonies such as discovery, inception, iteration planning meeting, stand-up, show-up, showcase & retrospective

### Eligibility/Other Requirements

- The successful candidate will be required to undergo pre-employment screening including a National Police History Check and must be an Australian Citizen.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description.*

<b>Name:</b> Click or tap here to enter text.	<b>Signature:</b>	<b>Date:</b> Click or tap to enter a date.
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