

Manager, HR Projects (Change)

Human Resources Department

Administrative Division



**the university
for the real world**

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About the Human Resources Department

The Human Resources Department enhances the talents of our real world people through effective leadership, expert advice and professional development, while creating a highly engaged workforce by fostering strong organisational culture. The department partners with each area of the university to deliver tailored solutions according to the area's needs.

About the Position

As the Manager, HR Projects (Change) you will work with business areas to effectively design and implement organisational change.

Your role will be 'hands on' and you will be responsible for working with clients on organisational design, workforce planning and drafting required documentation to support the change process.

You will work closely with leaders and staff to ensure that changes are implemented smoothly, professionally, without delay and that there is appropriate communication, engagement and support.

This position reports to the Associate Director, Human Resources for supervision, workload management and for Performance Planning and Review (PPR) and you will work closely

with leaders in the business areas and the HR Partners.

Key responsibilities include:

- Work with leaders to support and contribute to the design and implementation of effective organisational change.
- Provide strategic and tactical advice and leadership to the change program and projects on change management.
- Act as the critical link between senior business leadership, delivery teams and HR to ensure that business needs are understood and agreed by all relevant stakeholders.
- Use workforce metrics data, information, evidence and insights to inform change.
- Draft change documentation.
- Promote best practice in implementing organisation change including adherence to policies, procedures and industrial obligations.
- Develop communication strategies to communicate and engage with staff and other stakeholders.
- Provide expert advice and liaise closely with HR colleagues.
- Coach, support and collaborate with the senior leaders.
- Support staff during change processes.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. A combination of relevant experience and/or education and training, equivalent to postgraduate qualifications in human resources or a related discipline.
2. Proven experience working with senior leadership in designing, delivering and implementing complex organisational change in support of business transformation.
3. Demonstrated experience applying appropriate project management skills within various contexts to plan and deliver change management activities.
4. Strong business acumen with the ability to interpret, analyse and report on critical people metrics.
5. Extensive experience in opportunity and risk identification and management in the delivery of complex projects.
6. Excellent written and verbal communication skills, including the ability to influence, negotiate and build strong working relationships.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$142,960 to \$159,897 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

