

<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Change Management Specialist (Job Evaluation Project)</p>	
<p>JOB SUMMARY:</p> <p>This job requires the incumbent to provide support to the Programme Manager in the formulation and implementation of Change Management plans, strategies and initiatives for a large scale project. Duties involve developing change management plans and activities to drive team and stakeholder engagement; conducting situational analysis and readiness assessment; collaborating with key stakeholders on the implementation of change management plans and initiatives; and organizing and implementing programmes designed to build and maintain high performance project teams.</p>	
<p>REPORTS TO:</p>	<p>Programme Manager</p>
<p>SUPERVISION GIVEN TO:</p>	<p>Nil</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <p>Formulates and implements change management plans, strategies and initiatives to integrate change management activities into the Job Evaluation Implementation Plan. This includes:</p> <ul style="list-style-type: none"> • conducting situational analyses, including stakeholder analysis; • conducting readiness assessment; and • evaluating results and presenting findings to inform strategic project planning and to optimize stakeholder participation. <p>Collaborates with the Programme Manager, Project Managers, Communication Specialist and other key personnel in the implementation of change management plans and initiatives; and in defining and resolving key strategic and operational change management issues impacting a project.</p>	

NON-STANDARDIZED

Works closely with the Communication Specialist in the development and implementation of communication strategies to support change management initiatives including those designed to foster awareness among stakeholders and to build stakeholder support.

Identifies and monitors critical issues and challenges impacting the programme, develops innovative solutions and strategies to implement same and makes recommendations for changes.

Liaises with representatives of the Public Service and public sector entities and Associations to obtain their feedback, support and involvement, to manage their expectations and to communicate programme goals and achievements as appropriate.

Organizes and implements programmes designed to build and maintain high performance project teams.

Meets with relevant stakeholders to provide/obtain feedback on issues pertinent to the implementation and progress of project activities.

Attends meetings and serves as a member of various committees related to the Job Evaluation Projects.

Prepares reports and other documents, such as briefs on change management matters pertaining to the implementation of the Job Evaluation Projects.

Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

Extensive knowledge of change management principles and methodologies.

Extensive knowledge of successful change management strategies.

Considerable knowledge of the principles, practices and techniques of Human Resource Management.

Considerable knowledge of the principles, practices and techniques of communication.

Considerable knowledge of project management techniques.

NON-STANDARDIZED

Knowledge (cont'd):	<p>Knowledge of the principles, practices and techniques of Job Evaluation.</p> <p>Knowledge of the Public Service structure and systems.</p> <p>Knowledge of relevant computer application systems.</p> <p>Knowledge of the processes of analysis and re-engineering.</p>
SKILLS AND ABILITIES:	<p>Sound organizational skills with a proven track record in change management.</p> <p>Sound oral and written communication skills inclusive of presentation and report writing skills.</p> <p>Sound interpersonal, networking and relationship building skills.</p> <p>Ability to work in a team environment.</p> <p>Ability to analyze issues, make informed judgements and decisions, solve complex problems, recommend sound solutions and provide advice on change management issues.</p> <p>Ability to demonstrate leadership skills.</p> <p>Ability to prepare information for publication.</p> <p>Ability to express ideas clearly and concisely and prepare in depth, comprehensive reports.</p> <p>Ability to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and agencies.</p>
MINIMUM EXPERIENCE AND TRAINING:	
A minimum of five (5) years' experience working in the area of change management; and training as evidenced by the possession of a Bachelor's degree in Human Resource Management or a related field; or any equivalent combination of experience and training.	

