

|  |  |
| --- | --- |
| **Job Title** | Change Manager |
| **School / Service** | Strategic Development and Delivery |
| **Grade** | Starting from £51,030 per annum inclusive of London Weighting |
| **Location** | Docklands |
| **Liaison with** | Strategic Development and Delivery Team |
| **Contract type** | Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. This is a new Directorate for UEL and comprises of four main portfolios:

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

As a skilled and experienced Change Manager you will be responsible for supporting the University through a variety of change initiatives that help us to deliver our ambitious Vision to 2028. Supporting sponsors and managers and working closely with cross functional teams, you will develop and implement change management strategies, plans and activities, and ensure that they are effectively communicated and adopted by stakeholders. You will also play a critical role in helping to embed a culture of change within the University.

**KEY DUTIES AND RESPONSIBILITIES**

* To conduct change impact assessments and develop change management plans
* To provide change management advice and input to project teams to ensure change initiatives are delivered effectively
* To coach and support sponsors of change in their roles of leading change
* To coach and support managers in leading their teams through change
* To conduct stakeholder analysis to identify stakeholders and their level of influence and interest in change initiatives to support the development of tailored communication and engagement plans
* To facilitate change readiness assessments to determine the organisation's readiness for change
* To ensure training and education plans are in place to support the successful adoption of change
* To regularly monitor and report on the progress to stakeholders to ensure that change initiatives are on track
* To develop change management toolkits and methodologies that can be applied across the organisation and deliver training face to face or online to build organisational change management knowledge and skills

**Accountabilities:**

* Developing and executing change management strategies and plans that minimise resistance and maximise adoption of new initiatives
* Establishing and maintaining effective relationships with stakeholders to ensure their buy-in and support for change management
* Facilitating change management activities such as stakeholder analysis, impact assessments, and change readiness assessments, working collaboratively to ensure change initiatives are integrated into project plans and delivered effectively
* Monitoring and evaluating the effectiveness of change initiatives and adjusting plans as needed to ensure success, including conducting post-implementation reviews to identify areas for improvement and sharing lessons learned with stakeholders
* Fostering a change management culture within the organisation by promoting the importance of change management and building change management capabilities across the organisation

**Deliverables:**

* Development of comprehensive change management strategies and plans that set out the approach to managing change initiatives
* Undertaking stakeholder analysis and developing engagement plans to effectively communicate and engage with stakeholders throughout the change initiative
* Developing change readiness assessment to evaluate the organisation's readiness for change and develop plans to address any gaps or issues that may hinder successful change adoption
* Conducting change impact assessments to identify the impact of the changes on the organisation, including processes, systems, and people, including championing the EDI agenda by encouraging Equality Impact Assessments for all change initiatives
* Establishing metrics for measuring the effectiveness of change initiatives and providing regular reporting on change performance to stakeholders
* Undertaking post-implementation reviews to evaluate the success of the change initiatives and identify opportunities for continuous improvement

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

* Ability to think strategically and be able to align change initiatives with the organisation's overall vision
* Proven ability to develop and implement change management plans in a complex and fast paced environment
* Excellent communication and influencing skills and the ability to inspire and motivate stakeholders to embrace change management
* Strong analytical and problem-solving skills
* Empathy and the ability to understand how change will be perceived and received by different stakeholder groups
* A collaborative mindset, with the ability to work effectively with cross-functional teams
* Ability to work under pressure and manage multiple priorities and deadlines

**COMPETENCIES REQUIRED**

 

* Successfully managing change initiatives in complex organisations
* Change management approaches, methodologies and tools and ability to provide these effectively, depending on the nature of the change initiative
* Effectively managing stakeholder relationships at all levels of the organisation, including senior executives, managers, and staff
* Coaching senior leaders and managers in carrying out their roles in change management
* Working collaboratively with project teams in a fast paced and dynamic environment and ensuring that change initiatives are integrated into project plans and delivered effectively
* Developing and delivering change management training and development to support stakeholders at different levels and with different needs across the organisation
* Analysing data and provide reporting on change performance, as well as identifying insights that can inform future change initiatives
* Aligning change initiatives with business objectives and articulating the value of change initiatives to stakeholders at all levels
* The use of MS Office applications (specifically Word, Excel and PowerPoint)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential Criteria:**

* Educated to degree level or equivalent professional experience.

**Desirable criteria:**

* Change management qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!