



Change Management Specialist 6 Months Contract 2016-10-30

The above mentioned position is available in the Office of the CEO Department at Robben Island Museum.

The incumbent, who will report to the Chief Executive Officer, will be accountable for creating and implementing change management strategies and plans that maximise employee adoption.

- Drive faster change implementation, increased strategic understanding and operational productivity;
- Providing strategic direction, tactical and operational implementation on Change management activities at an organizational transformation level and projects;
- The facilitating of change management activities for projects so as to ensure minimum resistance or disruption to implementation and maximum commitment and buy-in to the benefits of the project/initiatives and the implementation plans;
- This portfolio will focus on the people side of change . including changes to business processes, systems and technology, job roles and organization structures;
- The position will support the Office of the CEO and relevant stakeholders to achieve the strategic objectives by focussing the change management initiative on Leadership, talent, and Projects and Programmes;
- This will bridge the gaps between the current state of the organisation and the desired state;

Duties and Responsibilities:

- To apply a structured methodology and lead change management activities by assessing the requisite needs and develop appropriate strategy to deploy;
- Implement a change management strategy to that of the broader Group;
- Identify, analyse, prepare risk mitigation tactics;
- Drive deliverables for the effective implementation of the change management framework and strategies;
- Develop a communication strategy;
- Support and contribute towards training interventions;
- Support and engage leaders with change methodologies;
- Support organizational design and definition of roles and responsibilities together with HR;
- Integrate change management activities into project plans;
- Manage stakeholders across RIM;
- Define and measure success metrics and monitor change progress.

Experience and Technical skills:

- 3-5 years experience in managing change in a large or medium size corporate business environment;
- A solid understanding of how people go through a change and the change process;
- Experience and knowledge of change management principles and methodologies;
- Good understanding of and experience with project management approaches, tools and phases of the project lifecycle;
- Exceptional communication skills . both written and verbal;
- Able to work effectively at all levels in an organization;
- Excellent active listening skills;
- Problem solving and root cause identification skills;
- Strong analytic and decision making abilities;
- Must be a team player and able to work with and through others;
- Ability to influence others and move toward a common vision or goal;
- Previous change management experience in a large corporate;
- An Honours degree in Industrial psychology;
- Masters degree will be advantageous.



Knowledge Skills and Behavioural Attributes:

- Intimate knowledge of Change Management frameworks, practises and strategies.
- Knowledge of people and project engagement lifecycle and moments of truth;
- Knowledge of MI design and implementation;
- Knowledge of employee engagement and experience management practices;
- Understanding of employee behaviour, specifically relating to SOE;
- Understanding of the SOE environment;
- Understanding of business management processes, policies, practices and metrics;
- Ability to clearly articulate messages to a variety of audiences;
- Accurately and clearly communicates information by verbal and written means;
- Ability to establish and maintain strong relationships;
- Initiates and maintains a people network to facilitate the sharing of information to be used for realising benefits;
- Flexible and adaptable; able to work in ambiguous situations;
- Resilient and tenacious with a propensity to persevere;
- Forward looking with a holistic approach;
- Organized with a natural inclination for planning strategy and tactics;
- Problem solving and root cause identification skills;
- Acute business acumen and understanding of organizational issues and challenges;
- Formulates action plans and accountabilities;
- Ensures that necessary systems and processes are in place to realise effective change outcomes;
- Implements pro-active measures and feedback processes both upward and downward;
- Takes care of both small and large details of the action plan.

RIM is an EE, AA, and employer and reserves the right the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than **30 October** 2016. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.

