



Senior Manager -Organisational Change and PMO

EL2

Employment Type: Non-ongoing (12 month contract with potential to becoming permanent)

Salary Range: \$139,418 - \$156, 673 per annum plus 15.4% Superannuation

Reporting to: General Counsel and GM Corporate Services

Location: Sydney

Security Clearance: Baseline Vetting Level

Job Reference Number: HR/09

Contact Officer: Pat on 0439 074 391

Closing date and time: 25 October 2024

ABOUT US

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres in order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour. The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.

ABOUT YOU

As Senior Manager – Organisational Change and PMO, you will partner with senior stakeholders to identify, define and project manage/ deliver HSRA's change-management /transformation agenda and provides enablement tools/processes to accelerate Organisational Capability.

You will use your experience in project management, IT and organisational change management to deliver efficient, effective and seamless end to end business processes with technical solutions at the heart of the transformation.

This is your chance to be part of a role that will contribute to meaningful changes and impact across HSRA and to shape change strategies and support teams directly, ensuring a smooth transition while fostering positive change and clear communication.

You will be working with key internal and external stakeholders. This position is being offered as a 12-month non-ongoing contract with strong prospects for a longer-term engagement.

Key Responsibilities

- Drive change management and project manage/lead the delivery of Strategic Corporate projects to completion by managing budget, costs, schedule, work breakdown structure, quality and risks.
- Leverage change management methodologies, process and tools to create a strategy to support adoption of the changes required by a project or initiative.
- Enable the design, development, delivery and management of key communications.
- Conduct impact analyses, assess change readiness, and identify key stakeholders.
- Collaborate with stakeholders to gather, document, and prioritise requirements that align with strategic goals and develop detailed business and technical requirements.
- Contribute to the identification and implementation of process and governance improvement initiatives.
- Champion best practices and foster a culture of collaboration, continuous improvements and excellence.
- Contribute to the development of digital systems, processes, procedures and strategies across HSRA and communicate the outcomes to ensure the adoption of new systems policies, processes and procedures across the Authority.
- Prepare briefings, submissions, presentations and develop business cases to support achievement of business & project delivery objectives.
- Provide routine and ad hoc reports on the operational performance of projects to highlight any trends, forecasts or risks that require management intervention and/or strategic solutions for further action.
- Identify the use of emerging technologies to drive efficiency and transform how we operate.
- Building strong relationships with customers, suppliers, specialists and other Commonwealth departments to design, develop and implement our digital transition strategy and other change management initiatives.

Knowledge, Experience and Skills

To be successful in this position you will be a highly motivated individual with strong background in delivery major projects including software and systems development methodologies. You have an ability to handle complex and ambiguous problems and find solutions. You can undertake sound decision-making and judgement to provide high level advice.

Our ideal candidate has:

- Experience in measuring project success factors with respect to cost, schedule, and quality, i.e. product requirements quality, test quality and code quality.
- 5+ years of experience in organizational change management roles. Have proven ability in implementing and helping to drive change management and establishing enabling processes and procedures within a newly established organisation or function.
- 3+ years of experience in digital transformation projects.
- Strong communication skills to influence senior decision-makers.
- Excellent business writing and communication skills to effectively influence senior management decisions.
- Proven track record in eliciting requirements and acquiring subject matter expertise.
- Experience working with stakeholders of various backgrounds and seniority levels, including government stakeholders.
- Significant experience with information systems and ICT projects, particularly in software and systems development methodologies.
- The ability to handle complex and ambiguous problems and find solutions.
- Sound decision-making ability and judgment to provide high-level advice.
- Proven experience in modern digital application design, integration and business process design.
- A Bachelor's degree in IT/communications, project management or change management would be highly regarded.

Key Stakeholders

- CEO, leadership team and Corporate team – internal stakeholders
- Board of Directors – external stakeholders
- The Australian National Audit Office, Department of Finance and other government agencies, as applicable.

Benefits

- Competitive salary
- 15.4 % superannuation
- Flexible workplace arrangements
- Training and development
- Opportunity to be part of a dynamic, high performing team with vibrant workplace culture.

Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

How to Apply

You should submit a brief cover letter (maximum 800 words) outlining your skills and experience relevant to the Key Responsibilities and an up to date CV (maximum of 3 pages).

All applications must be submitted via this [link](#).

Please contact Pat on 0439 074 391 if you have any questions.

Work with us. [Apply now!](#)

HSRA Values

