

Change Management Partner

Job Ref: REQ260276

School/Department summary:

The change team is a small, vibrant and supportive group of colleagues situated within the wider Organisational Development and Change directorate. Team members get involved in high-profile, strategic projects while developing their professional network across the institution. They also benefit from the support of colleagues who are passionate about making things work better across the University and driven to make a difference.

Job Description

Job Family and Grade: Management and Specialist Grade 6

Job Purpose

The Change Management Partner plays an important role in delivering Change Management support to projects across the University to ensure that the needs of people affected by these projects are always considered. The role is split between providing Change Management support to significant University change projects, guiding others to do their own Change Management and providing Change Management Partnering to specific schools and where appropriate professional services. Change Management Partnering will help schools and professional services to implement University change projects as well as guide and advise them with local projects that have Change Management elements

Job Duties

- To act as the Change Manager or provide change support on large University projects ensuring that these projects achieve their intended benefits
- To provide Change Management mentoring and advice to project teams across the University.
- To work with colleagues across the University to ensure that people aspects of change are a key consideration in all activities.
- To develop Change Management support and training materials.
- To increase knowledge in Change Management methodologies and keep up to date with developments in Change Management practise.
- To occasionally deliver Change Management training.
- To act as the main point of Change Management support for several schools and professional services:
- Supporting them with Change Management activities associated with large strategic University projects.
- Guiding and advising them on Change Management activities associated with local projects.
- Building an internal network of colleagues in the school or professional service who are passionate about change and upskilling them so that they can take on elements of Change Management themselves.
- To help embed Equity, Diversity and Inclusivity throughout all change activity.
- To support staff to perform Process Improvement reviews.
- To contribute to appropriate activities across the Organisational Development portfolio as directed.
- To undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: Steve Harris, Head of Organisational Change

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart:

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of working in a comparable organisational development/change management role	1,3
	Experience of designing and implementing change related projects/initiatives that improve organisational and/or individual performance	1,3
	Experience of developing and delivery Change related training materials and activities.	1,3
	Experience of coaching/mentoring others	1,3
	Experience of working effectively and confidently with stakeholders at all levels of the organisation	1,3
	Experience of using a range of change management tools and techniques effectively to support others with the management of change, engagement and communication	1,3
	Experience of facilitating process reviews using appropriate methodologies to successful conclusion	1
	Experience of using data and information to shape recommendations	1,3
Skills and abilities	Ability to work effectively as part of a cross-functional project team	3
	Excellent communication (oral and written) including report writing and presentation skills to be able to engage diverse groups of staff	3
	Strong facilitation skills to be able to manage large groups of people	1,3
	Ability to work independently and on own initiative	3

	Competent in Microsoft applications e.g. Word, Powerpoint, Excel, Outlook	3
	Excellent organisational skills with the ability to prioritise tasks and work	3
	Well-developed interpersonal skills with an ability work confidentially and to use tact and diplomacy	1,3
	Knowledge of relevant project management techniques.	1,3
Qualifications	Educated to degree level or equivalent.	1
Other	Understanding of related Equality & Diversity issues	3
	Evidence of (CPD) continuing professional development	1,3

Desirable Criteria:

Area	Criteria	Stage
Qualifications	Change Management Qualification	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.