

JOB DESCRIPTION		
Job Title: Change Manager		Line Manager: Karen Ingram
Contract Length: Permanent	Hours per week/FTE: 35	Weeks per year: 52
Salary: £45,603.00 - £54,943.00		Grade: 6
College/Service: Chelsea College of Arts		Location:
Purpose of Role: This role will be part of a small team working at senior level across the University, to effect meaningful change, providing dedicated resources for a variety of priority change initiatives, programmes and projects across UAL, covering strategic, infrastructure, digital and cultural change.		
Duties and Responsibilities		
Key responsibilities are to:		
<ul style="list-style-type: none">• Hold task leadership responsibility for key work strands within change initiatives across the University.• Support programme strands across a number of change initiatives, acting as the communication point for specific initiatives, keeping stakeholders informed and working to manage problems and potential conflict.• Plan, facilitate and analyse outputs from workshops, staff and student events and other development and engagement activities.• Undertake research, including data and wider evidence analysis during reviews and as part of wider change programmes and initiatives.• Help secure buy-in to change and, working closely with internal communications specialists, support the design, development and management of communications.• Raise change management capability and capacity across the University, including the ongoing development/ enhancement of a UAL Change Management Framework and driving forward and co-ordinating activity for a Change Community of Practice across UAL.• Engage with and build effective working relationships with a wide range of internal stakeholders including Executive Board members, Directors of Services, managers and staff in both College and University Services, to ensure change initiatives run successfully.• Implement effective programme and project management arrangements, ensuring that change initiatives comply with UAL's governance, oversight and risk management requirements and delivering effective administrative support for change activities.		
General		
<ul style="list-style-type: none">• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University• To undertake health and safety duties and responsibilities appropriate to the role• To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)• To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities• To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness• To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations		

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- This role will build and maintain effective working relationships with a wide range of people at different levels across the organisation, including those working in Colleges and the University's Central functions. As well as working with academic, technical and Administrative staff, key working relationships will also be with those in Communications and External Affairs, Human Resources, Estates and IT.