

# Position Profile



<b>Position:</b>	<b>Transformation Program Manager</b>
<b>Team:</b>	Information Technology
<b>Org unit:</b>	Information Technology
<b>Reporting manager:</b>	Chief Information Officer
<b>Industrial coverage:</b>	Non award
<b>Position number:</b>	TBA
<b>ANZSCO code:</b>	TBA
<b>AON code:</b>	TE.PMPI.M4
<b>Approval status</b>	Approved
<b>Date reviewed:</b>	December 2024

## Organisation purpose

**A different brilliant®** - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

## Team purpose

To partner with the organisation to deliver effective Information Technology solutions that adds value to changing business needs.

## Position purpose

To drive and oversee transformation initiatives that align with Aspect's strategic objectives. This role aims to deliver measurable results that foster innovation and support organizational growth.

## Key accountabilities

### Strategic Planning and Execution

- Develop and implement transformation strategies that align with Aspect's vision and objectives
- Assess technology trends to identify opportunities for transformation and innovation
- Lead Digital Transformation Initiatives within Aspect to standardise, simplify and enable sustainable change in tools and methods
- Collaborate with key stakeholders to ensure their goals and expectations are incorporated into the transformation planning processes

- Create and execute Aspect's detailed transformation roadmap that outlines key milestones, timelines, and resource requirements, guiding the organisation through the transformation

### **Program Management and Coordination**

- Lead the planning and execution of transformation programs, coordinating activities across multiple projects and stakeholders
- Monitor program progress, manage budgets, and ensure adherence to timeline
- Identify potential risks and challenges associated with transformation initiatives and develop strategies to mitigate them

### **Team culture and development**

- Contribute to and promote a team culture of continuous improvement and high performance.

### **Team functional development**

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the team collective knowledge and team spirit through participation in and leadership of learning and team building activities

### **Safeguarding the people we support**

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.

- Coordinators, Managers and Executive are responsible for ensuring that staff:
  - follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support Policy and Code of Conduct.
  - complete all mandatory safeguarding training.
  - comply with mandatory reporting and legal requirements.
- Coordinators are required to alert next-level managers to any concerns and/or issues that may warrant investigation.
- Managers and Executive are required to:
  - be the escalation point for all concerns and/or issues and investigate, in consultation with the relevant business unit.
  - promote a safeguarding culture and educate staff in understanding the need for ongoing vigilance.

### **Work health and safety**

Members of the Aspect leadership network are considered Officers under the work health and safety legislation and, accordingly, are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.

- Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws.
- Hold managers within your business unit accountable for their health and safety responsibilities.

- Fulfil your duty to exercise due diligence. Due diligence means you must:
  - acquire and keep up to date knowledge of work health and safety matters
  - understand the operations of the business and the hazards and risks involved
  - ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
  - ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
  - ensure the business has, and implements, processes for complying with any legal duty or obligation
  - verify the provision and use of resources and processes.

### Essential requirements

- Prior program management experience, specifically in business transformation or change management
- Proven track record in developing, planning and executing comprehensive change management strategies to drive the adoption of new processes and technologies
- Strong leadership skills, with the ability to lead through change and drive innovation
- Relevant tertiary qualifications suitable for a technology-focused role
- Strong analytical skills and experience with data-driven decision-making
- *Working with Children Check clearance (NSW) for paid employment*
- *National Police Clearance*

### Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7%      Occasionally: 8% to 33%      Often: 34% to 66%      Continuously: More than 66%

Requirement	Frequency
Resilience to time pressure/workload	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously

### Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively.

*[or provide link to the relevant capability framework]*