

POSITION DESCRIPTION



Senior Change Analyst, AI Platform



POSITION DETAILS

Position Title	Senior Change Analyst, AI Platform
Classification	HEW Level 8
Position Number	NEW
School/Office	Organisational Change
Division	Office of the Vice-Chancellor

POSITION PURPOSE

The Senior Change Analyst, AI Platform is responsible for leading the change analysis, organisational readiness, adoption insights and capability assessment workstream for the University's enterprise-wide AI Platform implementation.

Working under the broad direction of the Director, Organisational Change, the Senior Change Analyst, AI Platform leads the development and application of change analysis readiness and adoption approaches that inform implementation planning, decision making and adoption outcomes. The position partners across organisational change, program delivery, technology, data and business stakeholders to ensure adoption approaches are evidence-based, measurable and aligned with the University's strategic objectives.

The position leads reporting and insight development for change and adoption across the program and translates complex organisational impacts into adoption plans, capability initiatives, training and communication content and other user-focused resources that enable and support the successful embedding of new ways of working across the University.

KEY ACCOUNTABILITIES

1. **Lead change impact and readiness analysis** through the design, delivery and quality assurance of change impact assessments, stakeholder analyses, organisational readiness assessments and capability evaluations across the AI platform program, ensuring outcomes inform implementation and adoption planning.
2. **Provide senior specialist advice on change and adoption risks** through the analysis of complex organisational impacts and readiness factors, providing recommendations regarding stakeholder readiness, resistance patterns, workforce implications, adoptions risks and

capability gaps that inform program decisions, adoption strategies and stakeholder engagement approaches.

3. **Lead adoption measurement and reporting** through the development and maintenance of adoption measures, dashboards, reporting frameworks and analytical products that provide actionable insights into stakeholder engagement, readiness, capability uplift and adoption outcomes.
4. **Lead development of user-focused adoption and capability outputs** through the development of training needs analysis, capability development recommendations, user guidance, adoption resources and communication and engagement materials that enable stakeholders to successfully transition to new technologies and ways of working.
5. **Influence and engage stakeholders across the University** by building and maintaining effective relationships with senior stakeholders, program teams, Faculties, Schools and professional units to identify impacts, validate findings and support adoption outcomes.
6. **Integrate insights across program workstreams** by partnering with delivery teams, business representatives, technology teams and subject matter experts to ensure organisational, people and capability and adoption considerations are embedded in implementation planning, decision making and continuous improvement activities.
7. **Drive continuous improvement and change maturity** by identifying opportunities to strengthen organisational readiness, change capability, adoption measurement and stakeholder engagement practices through evidence-based recommendations and continuous improvement initiatives.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Postgraduate qualification in a relevant discipline or equivalent combination of relevant experience and/or education and training.
2. Demonstrated extensive experience in a Senior Change Analyst or similar role, including leading change impact, readiness, adoption or capability assessment activities for complex digital transformation initiatives.
3. Advanced knowledge of contemporary change management methodologies, tools and frameworks, including impact assessments, stakeholder analysis and readiness evaluation.
4. Strong analytical capability with the ability to translate complex information into practical insights and recommendations.
5. Highly developed stakeholder engagement, facilitation and influencing skills, including experience working with senior leaders.
6. Strong understanding of the higher education sector and context.

KEY RELATIONSHIPS

- **This position reports to:** Director, Organisational Change
- **This position supervises:** N/A
- **Key internal relationships:**
 - Program Manager
 - Program Management Office
 - Organisational Change team
 - Office of the Vice-Chancellor
 - Data and Business Intelligence team
 - Innovation team
 - Schools and Faculties

CHALLENGES

- Interpreting evolving AI capabilities and translating them into meaningful organisational impacts, adoption priorities and capability requirements.
- Influencing change and adoption outcomes without direct accountability for broader program delivery.
- Synthesising complex and evolving data into clear, meaningful insights and recommendations that inform program decision-making.
- Balancing competing stakeholder needs while maintaining consistent and user-focused adoption approaches across the program.
- Delivering high-quality outcomes in a fast-paced and evolving technology and transformation environment.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Chief People Officer

Date: 7 September 2026