

POSITION DESCRIPTION



Change Analyst, Cyber



POSITION DETAILS

Position Title	Change Analyst, Cyber
Classification	HEW Level 7
Position Number	Position Number
School/Office	Organisational Change
Division	Office of the Vice-Chancellor

POSITION PURPOSE

The Change Analyst, Cyber provides specialist expertise to assess organisational people impacts and stakeholder readiness and to support adoption of critical cyber security initiatives.

Working under the program Change and Adoption Manager, the Change Analyst, Cyber collaborates with the organisational change team, program team, portfolio management office and key stakeholders to analyse complex change impacts, generate insights and inform effective change approaches. The role develops and supports the implementation of user-focused plans and materials, including training and communication content, that enable adoption and embed new ways of working across the University.

KEY ACCOUNTABILITIES

1. **Conduct change impact assessments** across people, processes, systems and ways of working, incorporating analysis of adoption impacts and capability requirements.
2. **Analyse and interpret stakeholder impacts and synthesise readiness, engagement and adoption data** to identify risks, resistance patterns and capability gaps, providing evidence-based insights to inform adoption approaches.
3. **Analyse and interpret user insights from impact assessments** to develop user-focused plans and outputs, including training and communication plans, guidance materials and supporting documentation.
4. **Contribute to the development of adoption and learning outputs** by drafting and refining clear and practical training materials, communication content and user resources, supporting training needs analysis, validating content with subject matter experts and maintaining communication artefacts and schedules.
5. **Develop reporting, dashboards and insights** to support decision-making and continuous

improvement and identify opportunities to inform enhancements to change and adoption approaches.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification in a relevant discipline or equivalent experience.
2. Demonstrated experience in a Change Analyst or similar role supporting digital transformation initiatives.
3. Advanced capability in impact assessment, stakeholder analysis and readiness evaluation.
4. Ability to translate digital change into business impacts and user-focused outputs.
5. Strong analytical and problem-solving capability.
6. Demonstrated stakeholder engagement skills.
7. Strong written and verbal communication skills.
8. Experience building and delivering training or learning development activities.
9. Strong understanding of the higher education sector and context.

KEY RELATIONSHIPS

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

CHALLENGES

- Translating complex cyber requirements into meaningful organisational impacts.
- Influencing adoption outcomes without direct accountability for delivery.
- Synthesising complex and evolving data into clear insights.
- Supporting adoption across diverse stakeholder groups.
- Delivering in a fast-paced and dynamic 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: July 2026