



POSITION DESCRIPTION
SENIOR CHANGE MANAGEMENT FACILITATOR/CONSULTANT
FULL TIME, SYDNEY-BASED, EXTENSIVE TRAVEL
@ DECEMBER 20 2011

OVERVIEW

This is a unique specialist role that offers the opportunity to partner with leading organisations to build their Change Management capabilities, be an integral member of a passionate, high performing team and to contribute to the growth of the Change Management profession.

The major focus of this role is delivering the suite of Prosci Change Management training programs for Executives/Sponsors, Change Practitioners, Managers/Team Leaders and Employees and consulting on Change Management capability development.

Applicants must be Prosci Certified Change Management practitioners and have a successful track record in applying the Prosci methodology and tools to a range of change projects. Applicants who have the Prosci Train the Trainer qualification will be highly regarded. The successful applicant will be supported by Being Human to achieve the Prosci Certified Instructor qualification.

Being Human Pty Ltd is the exclusive Australian Primary Affiliate for Prosci Inc, the world's leading Change Management research and publishing company. It was founded in 1993 and has established a reputation for Change Management thought leadership, five star client service and a culture of high performance and engagement.

The successful applicant will enjoy a competitive salary package, ongoing professional development and the opportunity to contribute to a successful, fast growing business and the development of the Change Management profession.

Applicants from outside NSW and Australia are also welcome to apply.

PURPOSE OF THE ROLE

- Design and deliver a range of Change Management services, including training, consulting, workshop facilitation and coaching, to assist organisations to build their Change Management capabilities;
- Build long term relationships with clients based on exceeding their expectations and adding value to their business;
- Deliver five star client service;
- Contribute to our high performance team and culture;
- Contribute to the growth of the business.

KEY ACCOUNTABILITIES

1. Achieve and maintain the qualification of Prosci Certified Instructor;
2. Present the complete range of Being Human programs, including Prosci Licensed programs and Being Human-owned programs, as public and in-house programs;
3. Provide customised programs, coaching and mentoring and workshop facilitation for our clients to achieve their outcomes;
4. Create and maintain long term client relationships based on subject matter expertise, trust, five star client service, and being a pleasure to work with;
5. Grow the business by contributing to new business development and the company's strategy and marketing activities.

KEY RELATIONSHIPS

- This position reports to Catherine Smithson, Managing Director.
- The successful candidate will also work closely with:
 - The Being Human team;
 - Sub contractors e.g. Logistics Co-ordinators and Change Management Coaches;
 - Clients;
 - Key suppliers.

ESSENTIAL REQUIREMENTS

- Certified Prosci Change Management Practitioner.
- Advanced facilitation, coaching and consulting skills;
- Proven in-depth knowledge of and expertise in the field of Change Management, in a Change Management role or a Senior Executive role responsible for implementation of change initiatives across a range of project types and industry sectors.
- Availability to travel domestically and internationally for short periods (1-5 days) as required across Australia and New Zealand including some weekend travel when this is unavoidable.
- Strong track record of working effectively with Senior Executives;
- In-depth knowledge of one or more of the related disciplines of: organisational development, leadership/management development, project/program management, and cultural change.
- Experience of working as a consultant, either as part of a consultancy firm or a sole operator.
- Successful track record of delivering five-star client service;
- Proven ability to prioritise and manage own workload across client assignments, new business and administration.

ESSENTIAL BEHAVIOURS

- Integrity, honesty and open communication;
- Commitment to continued learning in Change Management and consulting;
- Effective team player;
- Resilience to thrive in a fast growing consulting practice;
- Confidentiality of client information and Being Human information;
- Sense of humour and perspective;
- Passion for Change Management and building clients' Change Management capabilities.

DESIRABLE REQUIREMENTS

- Prosci Train the Trainer Qualification;
- Successful track record in developing new business through fostering client relationships.

QUALIFICATIONS

- Tertiary qualifications in Change Management, Psychology, Organisational Development, Business or equivalent;
- Formal training or certification in adult learning.

DESIRABLE QUALIFICATIONS

- Professional accreditations in one or more of the following:
 - Executive Coaching
 - Myers Briggs Type Indicator
 - DISC
 - Lifestyles Indicator/Group Styles Indicator/Organisational Culture Indicator
 - Six Sigma
 - LEAN
 - PMBOK
 - PRINCE2



HOW TO APPLY

1. Covering letter (Max 2 pages) which clearly states:
 - How you meet the essential requirements and behaviours for the role;
 - What you can contribute to the role and the business;
2. Detailed resume covering career history, education, professional qualifications.

Send to by email to:

Catherine Smithson
Managing Director
Being Human
Catherine@beinghuman.com.au

Closing date for applications: January 31 2012.

For more information about the role, from January 3 please contact Bali Kaur, Change Management Consultant and Practice Lead, Client Service.

Applications will be treated in the strictest confidence.