

Senior Change and Capability Partner

Position Description

Directorate	City Administration	Department	ePMO
Reports To	Change Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 7

Position Purpose

The Senior Change and Capability Partner is responsible for supporting the establishment, implementation and ongoing maturity of the Change Enablement Function (CEF), helping to lead and embed consistent change management practices across the City of Moreton Bay. As a member of the Enterprise Project Management Office (ePMO), the role provides change management expertise, and will drive capability development to support the successful adoption of ePMO strategic initiatives, projects and business improvements across Council.

Working closely with the Change Manager and key stakeholders, the position contributes to the development of Council's change management framework, provides expert advice and support to projects and business areas, and delivers capability uplift initiatives that strengthen organisational maturity. Through stakeholder engagement, change planning, training development, risk identification and adoption measurement, the role helps ensure organisational changes are effectively embedded and deliver sustainable business benefits.

Key Responsibilities and Outcomes

As a Senior Change and Capability Partner and member of the Enterprise Project Management Office (ePMO) you will:

Change Responsibilities

- **Support and lead implementation of enterprise change initiatives** by contributing to the execution of the Enterprise Change Enablement Function (CEF) strategy, with a particular focus on ePMO-led initiatives, capability uplift and organisational change programs.
- **Contribute to the development and continuous improvement of the City of Moreton Bay's Change Management Framework**, tools, templates and methodologies, ensuring alignment with recognised change management practices, organisational culture and strategic objectives.
- **Develop, execute, maintain and update change management plans** for ePMO initiatives, ensuring change impacts, stakeholder needs, communication requirements, learning activities and adoption strategies remain current throughout delivery.

- **Lead the establishment and ongoing operation of a Change Community of Practice**, promoting collaboration, knowledge sharing and consistent application of change management approaches across Council.
- **Provide expert change management advice, coaching and guidance** to project teams, leaders and business representatives to improve the consistent application of change management processes, tools and frameworks across Council.
- **Contribute to enterprise change portfolio reporting**, including the identification of change impacts, change saturation risks, change readiness and key metrics for leadership and executive stakeholders.
- **Promote change management awareness and maturity** across the organisation through coaching, knowledge sharing and the application of best-practice methodologies.

Capability Responsibilities

- **Provide expert level advice and develop and maintain the ePMO capability development strategy and training roadmap**, ensuring capability initiatives support current and future organisational needs.
- **Design, coordinate and manage the delivery of learning and capability development programs** in partnership with the People and Capability area that build project delivery, change management and business improvement capability across Council.
- **Conduct comprehensive capability and training needs assessments** to identify skill gaps and recommend appropriate learning and development solutions that will inform the strategy and roadmap.
- **Develop and maintain training materials, learning resources, guides, toolkits and knowledge assets** that support the adoption of ePMO methodologies, frameworks and tools.
- **Lead and coordinate internal and external training delivery resources** where required to support capability development outcomes.
- **Evaluate the effectiveness of learning initiatives through comprehensive reviews** using feedback, capability assessments, adoption measures and performance indicators, ensuring results are linked to continuous improvement initiatives.
- **Collaborate and partner closely with the Change Manager and key senior stakeholders** to support the uplift of change management capability and organisational change maturity across Council.
- **Oversee, monitor and report on capability development outcomes**, including participation, competency uplift, knowledge retention and capability maturity measures.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

Budget

N/A

<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register
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Knowledge & Experience • Considerable experience in delivering organisational change and communication activities for complex business transformation, digital, project or operational improvement initiatives. • Comprehensive knowledge of contemporary change management methodologies, stakeholder engagement practices and communication planning and execution. • Proven experience engaging with senior leaders, project teams and business stakeholders to build readiness, commitment and adoption of change. • Experience developing and delivering communication plans, change plans, training support materials and engagement activities. • Extensive knowledge across L&D profession including demonstrated expertise in designing, delivering and evaluating learning initiatives. • Advanced knowledge of contemporary learning and development methodologies including the application of adult learning principles to meet diverse learning styles and communication needs. • Experience monitoring change effectiveness through readiness assessments, adoption metrics, surveys and feedback mechanisms. • Experience supporting change champion networks, communities of practice or organisational capability uplift initiatives.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.