

MINISTRY OF PLANNING AND DEVELOPMENT

JOB DESCRIPTION

ORGANISATIONAL CHANGE SPECIALIST

The Organisational Change Specialist will play a pivotal role in supporting the Transition Secretariat to achieve its mandate.

The incumbent will provide change management expertise in support of organisation-wide business transformation, process reengineering and resulting system developments. The primary focus will be creating and implementing change management plans to maximise employee engagement and proactively manage employee and client resistance.

SUPERVISION

The Organisational Change Specialist reports to the Programme Manager, Ministry of Planning and Development.

ROLES AND RESPONSIBILITIES

- Apply a structured change management approach and methodology for the people side change caused by projects and change efforts.
- Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identify potential people-side risks and anticipated points of resistance, and develop specific plans to mitigate or address the concerns.
- Assess the overall organization and the organizational units affected by the change,
- Develop a set of actionable and targeted change management plans – including communication plan, sponsor roadmap, coaching plan, training plan and resistance management plan.
- Develop and implement a communication and publicity program,
- Design and describe the target jobs and organizational structure,
- Design, develop, and implement the training and education programs,
- Plan the change management implementation and implement the change,
- Monitor and evaluate the organization's performance once the change has been implemented.
- Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.
- Support the execution of plans by employee-facing managers and business leaders.
- Be an active and visible coach to Executives and Leaders who are change sponsors.
- Create and manage measurement systems to track adoption, utilization and proficiency of individual changes.
- Identify resistance and performance gaps, and work to develop and implement corrective actions
- Create and enable reinforcement mechanisms and celebrations of success.
- Work with project teams to integrate change management activities into the overall project plan.
- Work with communication, training, HR and OD specialists in the formulation of particular plans and activities to support project implemented

SKILLS & ATTRIBUTES

Ability to:

- Perform the activities and tasks for which this role is responsible,
- Apply the techniques necessary to complete the responsibilities of this role,
- Use the tools required by these activities, tasks and techniques.
 - In the human resource skills assessment,
 - In job classification,
 - In human resource management
 - In designing and developing training programs,
 - In facilitating workshops,
 - In organizational re-structuring,
 - In designing and developing communication and publicity material,
 - In implementing and managing communication and publicity programs.

The Organisational Change Management Specialist requires a high degree of leadership skills as well.

- A solid understanding of how people go through a change and the change process; experience with ADKAR is a plus.
- Experience and knowledge of change management principles and methodologies (example: PROSCI certification)
- Familiarity with project management approaches, tools and phases of the project lifecycle.
- Exceptional communication skills – both written and verbal.
- Able to work effectively at all levels in an organization.
- Excellent active listening skills.
- Problem solving and root cause identification skills.
- Strong analytic and decision-making abilities.
- Must be a team player and able to work with and through others.
- Ability to influence others and move toward a common vision or goal.
- Experience with large-scale organizational change effort.

EDUCATION AND EXPERIENCE

- Possession of an MBA or equivalent combination of postgraduate qualifications in a related field.
- Five or more years' experience in human resources, change management, and/or organizational readiness in large organizations, including experience designing and implementing strategies to support business objectives.
- A background in the public sector is preferred but not required.

DEADLINE FOR APPLICATION: Friday August 17th, 2018.

**Kindly note that only hard copies of applications, accompanied by Curriculum Vitae and copies of certificates, will be acknowledged. These should be submitted by the deadline date and addressed to:
THE PERMANENT SECRETARY
MINISTRY OF PLANNING AND DEVELOPMENT**

**ATTENTION: DIRECTOR, HUMAN RESOURCES
4TH FLOOR, CAPITAL PLAZA, 11-13 FREDERICK STREET,
PORT OF SPAIN.**