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| **GLOBAL CHANGE MANAGER – Data & Analytics** | |  |
| Position Title: | Global Change Manager – Data & Analytics |
| Position ID: | NEW0000495 |

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| **Team** | Data & Analytics | **Grade** | M3 |
| **Reports To (Title)** | Project Lead | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Save the Children as a movement generates huge volumes of data that is used for multiple purposes. There are many systems and tools across the organisation that are used to generate, store and communicate data and information as well as pockets of capabilities and process that is focused on driving continuous improvement. As we move into our next strategy period and we are facing an ever-increasing need to support the most marginalised and deprived children through our breakthroughs, the need to enable better prioritisation and decision-making becomes ever more clear. Alongside this, for many of our priorities our chances of success are greatly increased through effective and efficient use of our data driven consistently across our movement.  **Role purpose**  The Global Change Manager is a critical role required to ensure the effective end user / stakeholder adoption of priority change initiatives. This role is critical to ensure the stakeholder impact is understood, documented and interventions are planned to ensure any impacts are effectively managed to enable the organisation to move from the as-is to the to-be state. This role is a peer to the Senior Project Manager and will need to ensure the change elements of the plan are effectively documented and monitored, providing ongoing updates and escalations to the PMO and project leadership as required. The GCM will also need to ensure effective alignment with the Transformation Deployment team and take a leading role in upskilling and ongoing support where the Regional Change team are accountable for wider scale up into the Countries. |

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| **Principal Accountabilities** |
| 1. Develop detailed change impact analyses to identify the difference between current and future states across all workstreams in the initiative, and ensure that all people, process and system changes are documented, understood and effectively communicated 2. Define a change approach to ensure that the desired changes are delivered effectively and in a sustainable way 3. Develop detailed transition plans which capture all necessary activities at project and country level to manage the change process and deliver the solutions 4. Develop a stakeholder analysis and ensure that it feeds into the development of change and comms planning 5. Develop and manage the change and communications plan and the stakeholder engagement plan and ensure this factors in all key requirements 6. Develop communications and change management material to support the engagements – such as a Compelling Story, Current/Future State Analysis, and overall change impact assessments 7. Initiate various pathways of interactive communication that contribute to the acceptance, support and implementation success of the initiative 8. Define the approach, manage the workstream plan, and ensure effective delivery of the outcomes of this workstream 9. Develop and manage an ‘internal’ change and communications plan for the project team, reference groups and governance groups, to ensure they are kept abreast of plans, progress and changes and that their input is integrated into the initiative 10. Act as a key part of the Project Management team, supporting the Project Lead to ensure change is effectively managed for the project, acting as a stand in for the project lead in key governance forums etc. during absence |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  Transformation Delivery and IT Management Team  Project Lead  Functional Leads  Project Teams  MRG Representatives and Chair  IT Team - Architecture, Development etc.  **External**  Third Party Vendors |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Inspires people to reach the highest standards of performance and to feel a sense of pride in belonging to the organisation  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning  Cluster: Engaging  Competency: Networking  Level: Accomplished  Behavioural Indicator: Builds strong relationships with a broad range of stakeholders |

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| **Experience and Skills** |
| **Essential**   1. Considerable experience in leading the Change Management of large, global, transformation projects within Save the Children or equivalent scale organisation across both System and Non-System change. Demonstrates direct accountability for issue resolution and capacity building to empower others in problem-solving as well as a passion for achieving results and displaying proactivity 2. Extensive experience working across multiple project phases to deliver change management oversight and interventions effectively 3. Familiarity with industry change management standards including evidence of completing formal training, with the ability to hold project teams accountable to those standards 4. Demonstrated experience in engaging and collaborating with global stakeholders across various levels of the organisation including Senior Leaders, from diverse contexts. Ability to build and maintain effective working relationships with team members, colleagues, members, and external partners 5. Demonstrable experience assessing change impact across complex system and non-system transformation including documenting as-is and to-be process and interventions to manage transition 6. Strong analytical skills with the ability to define a clear way forward, resolve issues, and secure stakeholder buy-in 7. Demonstrable coaching skills to develop others' capabilities in change management 8. Experience working in a dynamic environment characterised by high levels of change and quick turnaround times while maintaining high standards of delivery 9. Project Specific Experience: Experience working in a Data and Analytics related global project to implement digitisation of a complex process aimed at supporting data driven decision making   **Desirable**   * Non-profit sector knowledge/experience (especially international development projects) * Second language – French, Spanish or Arabic |

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| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Change Management Methodology or accredited Change Management training   **Desirable**   * External Change Management Accreditation |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 1/11/2024 | Suzanne Vincent | Ella Harrison | Michael Koutstaal |