

Job Description Form

Strategic Change Manager

Position details

Classification Level: Level 8

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Temporary

Organisation Unit: State Solicitor's Office

Physical Location: Perth CBD

Reporting relationships

Responsible to: 021844 State Solicitor, Salary and Allowance Tribunal Band 1

This position: 017690 Strategic Change Manager, Level 8

Direct reports: Nil

Overview

The State Solicitor's Office (the Office) is the Western Australian Government's principal legal adviser. The Office enables government action, manages the State's legal risk, and supports the First Law Officer with authoritative advice on key legal issues. The work of the State Solicitor's Office delivers demonstrably better government decisions, strengthens the rule of law, and leads to greater community trust in the public sector. The Office helps government to govern well. The State Solicitor's Office is a centre of legal excellence committed to the highest standards of service and professionalism.

The Role

The **Strategic Change Manager** leads strategic change initiatives including the development, delivery, and continuous improvement of a strategic change management framework supporting key, high-complexity initiatives aligned with the Office's Corporate Plan. These initiatives encompass reforms within the legal sector, changes across state government, and the alignment of internal processes and practices within the Office.

Role specific responsibilities

Strategic Change Leadership

- Lead change management for specified highly complex strategic projects ensuring the development and implementation of effective change management plans.
- Ensure organisational readiness, stakeholder engagement, capability uplift, and sustainable adoption of change across the agency.
- Provide high-level strategic advice to State Solicitor and Senior Leaders ensuring change initiatives are effectively embedded to realise intended business outcomes and benefits.
- Collaborate with the leadership team to drive consistent, strategic engagement ensuring strong alignment, clear visibility, and sustained advocacy for key projects at every level of the organisation.
- Provide advice on change management planning for less complex projects.

Project Change Management

- Lead the development and implement effective change management plans for each designated project.
- Work closely with project managers and stakeholders to align change activities with project delivery.
- Collaborate with project stakeholders to develop appropriate tools and methods to measure change impact on people, processes and policies.
- Identify and mitigate project change risks.

Research and Stakeholder Engagement

- Develop and execute comprehensive stakeholder engagement and communication plans.
- Build and maintain productive relationships with internal and external stakeholders, anticipating points of resistance.
- Manage complex consultations, ensuring alignment and shared ownership of outcomes, including communication with the relevant governing body.
- Identify capability gaps and facilitate adoption of change through education and resources including development, delivery and/or coordination of training and support materials.
- Provide high-level reporting, briefings and documentation.
- In a project where an impact to the workforce is identified, work cooperatively with the Human Resources Branch to manage the impact.

Work Health and Safety

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the Office's policies and any other direction given for their safety and health in the workplace.

Leadership expectations

Expected behaviours

The Public Sector Commission's [Leadership Expectations](#) provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership context for this role is 'Leading Others' as a knowledge leader. HR Business Partner will utilise specialised HR knowledge and technical expertise to motivate and enable others to deliver high quality work that contributes to the Office

Lead collectively	Monitor the impact of your decisions and actions, ensuring that you continuously deliver value for the agency.
Think through complexity	Think critically and strategically to solve problems and enhance effectiveness across your team or work area.
Dynamically sense the environment	Listen to, understand and recognise the needs of others in your work environment.
Deliver on high leverage areas	Identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	Contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of the public service	Ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
Lead adaptively	Continually learning and adapting your personal style and approach to be effective in the changing work environment.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Essential

1. Highly developed 'Leading Others' behaviours, specifically as a knowledge leader within leading change context.
2. Extensive experience in leading complex change initiatives within strategic projects for large organisations or government agencies including the development of change management plans and tools, in alignment with established methodologies.
3. Project Management experience or certification (PRINCE2, PMP).
4. Proven ability to apply sound judgement to achieve quality outcomes with minimal direction and to initiate, organise and complete work in a timely manner with accuracy and accountability.
5. Highly developed communication skills, with the ability to tailor messages for different audiences and present complex information clearly and a proven track record of establishing strong working relationships with key stakeholders.

Desirable

1. Tertiary qualification in Business, HR, Organisational Development, or related field.
2. Certification in Change Management (e.g., Prosci, APMG Practitioner)
3. Experience in facilitating consultation processes in compliance with WA Public Sector workforce change requirements.

Special requirements/equipment

Appointment is subject to a satisfactory National Police Clearance.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director Corporate Services

Signature: _____ Date: _____

HR certification date: April 2026