

# POSITION DESCRIPTION

## Systems Change Coordinator

<b>Date:</b>	22 October 2024	<b>Line Manager:</b>	Senior Manager, Enterprise IT
<b>Title:</b>	Systems Change Coordinator	<b>Direct Reports:</b>	Nil
<b>Team:</b>	Enterprise IT	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Sydney NSW	<b>Date Reviewed:</b>	19 March 2025

## 1 Position Summary

Reporting to the Senior Manager - Enterprise IT, the System Change Coordinator is a critical role in supporting system change management for technology adoption at Squadron Energy.

This includes coordination and implementation of system change processes and tools that ensure effective adoption of systems across the organisation. The role includes the day-to-day coordination of communication and change requests and plans, and the ongoing engagement and collaboration with project leads and subject matter experts to ensure smooth change implementation throughout the organisation.

### 1.1 Key Responsibilities

- Implement system change management plans and procedures that maximise employee adoption and minimises resistance.
- Contribute to identifying and analysing challenges to change and adoption and assist in preparing and implementing risk mitigation tactics.
- Conduct impact analysis, assess change readiness, and identify key stakeholders.
- Assist with creating, delivery, and support of system change communications, change management plans, and training/adoption activities.
- Monitor and evaluate change progress and effectiveness.
- Maintain and update change management tools and templates.
- Maintain and update system change knowledge base.
- Facilitate system change activities and processes.
- Provide support to project teams and other stakeholders in resolving issues, mitigating risks, and adapting to system changes as needed.
- Contribute to continuous improvement through training, adoption initiatives, and planning to enhance system efficiency and reduce errors.
- Other duties as assigned

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- Minimum 3-years' experience in coordinating technology change and delivering system adoption in mid to large organisations.
- Experience with operating Digital Adoption Platforms such as WalkMe.
- Competent understanding of the change process.
- Successful track record implementing and supporting system change, communication, and system adoption

### 2.2 Skills

- Strong analytical skills and attention to detail.
- Quick to adapt and excel in learning new technologies, leveraging them effectively to implement training and adoption opportunities.
- Exceptional development of clear and engaging communications.
- Critical thinking and problem-solving skills essential.
- Ability to work cooperatively and collaboratively with executive team, managers, and employees.
- Advanced PowerPoint and Excel skills.
- High level organisation and time management skills.
- Proficient with project and change management tools.

### 2.3 Qualifications / Tickets / Other

- Tertiary qualifications or equivalent experience in technology change management.

## 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company, and

stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

## 4 Competencies and Traits

The SQE Competency Framework is mapped to define the key competencies as they apply to each level of leadership within the business. This helps employees and managers understand the progression in competence level required to succeed at, and progress through various levels across SQE.

The competencies and traits for the level of your position can be found here ([link](#)).

**Squadron Energy is an EEO employer, and we value diversity within our company.**