|  |  |  |
| --- | --- | --- |
| **ROLE PROFILE: SENIOR CHANGE ANALYST – FFF PROCESSES & SYSTEMS** | |  |
| Position Title: | Senior Change Analyst – FFF Processes & Systems |
| Position ID: | TBC |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team** | TDIT – Global Hiring Project | **Grade** | P3 |
| **Reports To** | Senior Project Manager, FFF Process & Systems | **Contract Length** | Permanent |
| **Location** | Any | **Time-zone** | Global |
| **Language(s)** | English | **Positions available** | 2 |

|  |
| --- |
| **Team and Job Purpose** |
| **Team purpose**  As part of Fit for Future, there is a need to review all our processes and systems and determine the impact of bringing the Centre and Regions into Global Teams. This work will need to be scoped and planned with a view to implement priority changes over the coming months. This initiative is critical to ensure business continuity.  **Role purpose**  Engaging with the project team and business representatives, the Senior Change Analyst conducts analysis to manage agreed change deliverables and will support the development of these deliverables for specific projects as directed by the Global Change Manager or Project Lead. Change & Deployment deliverables include Change definition (including current state analysis), Change Impact Assessment, Stakeholder Analysis, Change planning, Communication materials, Business Readiness Assessment, approach to transition to Business as Usual and Post Go-Live review. The Senior Change Analyst will also support the development of the Deployment toolkit to enable country level deployment activities. The Senior Change Analyst will regularly need to engage with stakeholders to complete the required change activities. |

|  |
| --- |
| **Principal Accountabilities** |
| * Support the development of the required Change deliverables based on previous proven experience of delivering change interventions / projects * Elicit, analyse, translate, and document the current state in terms of people, processes, technology/tools and data/information through ongoing engagement with stakeholders across the organisation * Articulate the solution/ proposed changes and their anticipated impact on the business * Identify stakeholders and in what way they will be impacted in terms of process, people, technology/tools and data/information * Ensure that all content in the Feasibility to Build Phases contributes in the best possible way to a smooth and effective implementation by all impacted stakeholders including Countries and Members where relevant * Support ongoing Change Management capability development activities for the wider movement * Provide ongoing expertise and support to enable local deployment activities in Countries and Members * Activities may also include process mapping, workshop preparation and facilitation, development of slides and word documents, data analysis, development and management of communications channels |

|  |
| --- |
| **Budget** |
| None |

|  |
| --- |
| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0  Manager of a team: No  Team Manager (manager of multiple teams): No |

|  |
| --- |
| **Size of Remit** |
| N/A |

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

|  |
| --- |
| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * SCI Global Functions (relevant) * Country Office Functional Teams (relevant) * TDIT PMO Team   **External**   * Members |

|  |
| --- |
| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  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: Openly talks about doing things differently, pushing boundaries and ways of working to drive improvements  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Offers organisation-wide support and collaboration to leaders working across the whole movement to deliver change |

|  |
| --- |
| **Experience and Skills** |
| **Essential**   1. Experience and capability in change management 2. Proven stakeholder engagement skills including engaging with stakeholders across all levels of the organisation including senior stakeholders 3. Strong communication skills (written & oral English), including the ability to communicate and present to different types of audiences with different levels of understanding of the subject matter 4. Strong analytical and problem-solving skills 5. Experience of working on projects at various phases of the project lifecycle 6. Experience working across multiple functions or locations 7. True passion for results, responsibility and proactivity 8. Competent in Excel and PowerPoint   **Desirable**   * Affinity, knowledge and experience of working within a standardised project/change methodology * Experience working across geographies * INGO experience * A second language. Preferably French, Spanish or Arabic |

|  |
| --- |
| **Education and Qualifications** |
| **Essential**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)   **Desirable**   * External Change Management Accreditation |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **Additional job responsibilities** |
| The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1.0 | 04/12/2025 | Suzanne Vincent | Ella Harrison | Michael Koutstaal |