

Key purpose of the role

The WorXSPACE program is enabling a new era way of working at ASX, along with a new workspace to deliver on our vision for success. The purpose of this role is to lead the change and communication strategy and execution for both ASX's relocation to 39 Martin Place in late 2025, as well as the transition to activity based working as part of a broader cultural transformation journey.

Team	Number of reports
Workspace Program	0
Manager	Location
Nicky Cameron, Head of Employee Experience & Change	Bridge Street, Sydney With a hybrid office and work-from-home model
Relationships	Special requirements
Property/ Facilities team, People & Culture, Technology, Internal Communications, Brand and Marketing, Senior Leaders	NA

Your team

This role will sit in the Employee Experience & Change Team in the People & Culture Division and will be primarily part of the Workspace project, The Workspace project, led by the Facilities team in the Finance & Corporate function, aims to leverage new workplace accommodation to herald a new era for the ASX; one inspires confidence with their employees, customers, stakeholders, and the community. The Change and Communications Lead role will join a small dedicated project team and be tasked with bringing to life our cultural aspiration of being a vibrant and inclusive culture through the new er workplace design and ways of working.

Your responsibilities

- **Change strategy, approach and design**
 - Build and execute appropriate strategy, plans and activities for awareness/communication, education programs and readiness assessments that support project objectives and business goals with clear success measures/metrics.
 - Make sure change strategy feeds cultural shifts into the approach.
- **Stakeholder engagement and advocacy**
 - Work with senior leaders to help them manage potential resistance and build engagement and excitement across the firm.
 - Build strong relationships across the organisation and impacted stakeholders to support the continued engagement and readiness for the changes.
 - Establish advocacy network/s to help drive behaviour change and employee engagement.
 - Map and manage detailed stakeholder relationships, leading on engagement with a broad range of business stakeholders and project sponsors. Manage and maintain the stakeholder plans. Actively coach and support critical business change enablers.
- **Change delivery**
 - Own, maintain and deliver the Change Management plans, focusing on behavioural change, communication and training.
 - Carry out Change Impact Assessments, capturing impacts and actions to develop Change Plans that are aligned to and integrated with accompanying project plan.
 - Work collaboratively with Learning and Development colleagues to design training plans and develop training material.
 - Assist in identifying change benefits and success factors at the earliest possible stage in the project to ensure a clear baseline/benchmark.
 - Identify business risks to change resistance or compliance and identify/manage mitigations.
 - Design, develop and implement benefit realisation plans in support of the project.
 - Organise and deliver workshops, demonstrations, focus groups or other sessions for impacted audience groups or where business input needs to be facilitated.
 - Lead initiatives to develop employees' understanding and acceptance of impacts on specific job roles, policies, technology impacts and business practices.
 - Drive the detailed assessments of change impacts both internal and external, business readiness and plan to redress gap.
 - Understand and identify change barriers; design recommendations to mitigate change risk and business impact.
 - Actively consider and drive support and adoption Plans.
 - Establish clear handover plans to a 'Business As Usual' state, which include knowledge transfer, reinforcement and the ongoing ownership and monitoring of successful change.

ASX values

We put the market first

We stand up for what's right

We achieve more together

We drive positive change

- **Communication delivery**
 - Develop communication strategy/approach for the project.
 - Work alongside Internal Communication and Project colleagues and subject matter experts to develop communication products.
 - Carry out communication channel analysis and recommend approaches appropriate to the impacted audience groups.
- **Governance and alignment**
 - Act as the main point of contact between People & Culture and the WorXSPACE Project team.
 - Ensure alignment of all people-based activities within the project with the wider People & Culture strategy and plan
 - Develop the people policies that will embed the new ways of working in the new workspace. Working with HR teams to identify policy enhancements that will be required to support the new office environment and creating business cases for trial/implementation
- Understanding and alignment of HR roadmaps and initiatives to feed into the project.



Your experience and qualifications

Must have

- Proven track record of 10+ year's success in leading transformational change in complex change environment
- Experience in organisational design practices, cultural analysis and understanding of organisation behaviour/psychology.
- Experience of various learning design approaches/methods to design engaging education programs.
- Strong presentation, verbal and written communication skills with the ability to articulate complex ideas in easy to understand business terms to all levels of management including senior leaders.
- Ability to effectively manage multiple competing priorities with high attention to detail.
- Possesses strong analytical skills, good listening skills with ability to effectively coach and mentor others; must be able to lead by influence.
- Demonstrable experience of working as part of a broader project team on large-scale business transformations.

Nice to have

- PROCSI or CMI accreditation.

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