



RMIT Vietnam

Senior Change Analyst

Position Details

Position Title:	Senior Change Analyst
Division/ Centre:	Operations
Department:	ITS
Campus Location:	Based at the Saigon campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV7
Time Fraction:	Full Time

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

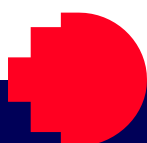
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and 25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.



RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Position Summary

The Senior Change Analyst is responsible for supporting organizational change management efforts for IT projects. This role involves developing change management strategies, delivering communication and stakeholder engagement plans, and ensuring the successful implementation of IT-related initiatives. Key responsibilities include assessing stakeholder impacts, formulating approaches, and facilitating changes that impact IT operational processes.

Reporting Line

Reports to: Program Manager ITS Vietnam

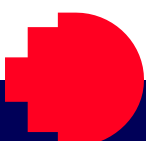
Indirectly reports to: N/A

Key relationships: N/A

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Apply effective OCM methodologies and frameworks, working within the RMIT Change Management Framework (based on PROSCI).
- Complete any required change activities and artefacts. This can include change impact assessments, stakeholder analysis, developing (or contributing to development of) change management strategies/plans, stakeholder engagement plans, communications strategies/plans, training strategies/plans, and support plans, and handover/embedding plans.
- Lead or support the delivery of the above plans for specific OCM solutions / activities / materials. Facilitate workshops and deliver briefing sessions to small and large audiences where required.
- Support risks and issues management, working with Project Managers



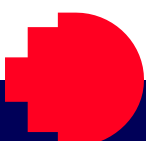
- Ensure OCM solutions are pragmatic, stakeholder/business-led, and deliver quality outcomes, working closely with the Project Manager and key stakeholders.
- Effectively engage and communicate with diverse stakeholders and interest groups at all levels across the University.
- Contribute to improving the RMIT change management methodology, OCM tools, templates and processes to ensure their effectiveness and support stakeholders through the change journey.
- Contribute to OCM team and practice activities such as regular OCM updates, effort estimations / scoping, and consult requests. Participate in team and Portfolio events as directed.
- Measure and monitor the various elements of the change initiative (success measures), identify risk areas and determine appropriate interventions.
- Advise and coach business leaders in their role as leaders of change and advise and coach stakeholders, managers and executives on best practice OCM and people impact management.
- Other duties commensurate with the scope of the role

Key Selection Criteria

- Minimum 2-3 years' experience as an OCM practitioner.
- Experience in supporting change initiatives or projects.
- Ability to apply OCM frameworks end-to-end.
- Ability to scope and plan OCM activities, identify gaps, risks and issues along with appropriate interventions to ensure objectives will be met.
- Strong stakeholder management, facilitation and relationship skills, including the ability to work collaboratively with key stakeholders and develop effective relationships with diverse staff at multiple levels.
- Excellent communication skills both written and verbal: ability to articulate messages to a variety of audiences and all organisational levels.
- Excellent planning and organisation skills along with strong levels of productivity in terms of attention to detail, accuracy, time management and speed.
- Ability to work autonomously, own tasks/deadlines, take accountability for delivering quality outcomes, manage priorities, and adapt to moving timeframes.
- Ability to display appropriate behaviours in line with the position and RMIT Values.
- Bachelor's degree in commerce, Business, or Organisational Psychology
- Post Graduate qualifications in a discipline of Commerce, Business, or Organisational Psychology.
- Prosci© certification, PCI, Change Management Institute© Master Level accreditation or equivalent Organisation Management Change qualification.
- Appointment to this position is subject to passing a background check, Work with Children check, etc.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).



Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name:

Title:

Date: 5th December 2025

Approved

Signature:

Name:

Title:

Date: 5th December 2025

