

## Change Manager – Figma – UI UX

### Reference

AEC LH-05431

### Project

The Indigo Change Management Team plays a critical role in supporting the AEC to prepare, adopt, and embrace transformation through the Indigo Program – a complex, multi-stream initiative designed to modernise systems, processes, and service delivery across the agency. Our purpose is to help the AEC realise its full potential by focusing on the people side of change – ensuring that staff are informed, equipped, and supported throughout the transition. We achieve this by providing a structured, coordinated approach to change and building sustainable change management capability and maturity across the organisation. The Indigo Change Management Team contributes to a positive work culture that supports collaboration, productivity, and benefits realisation. We are committed to fostering a culture of trust, inclusion, and high performance that reflects the AEC's values and the APS values of being impartial, committed to service, accountable, respectful, ethical, and demonstrating stewardship in all that we do.Re

### Description

As a Change Manager within the Indigo Change Management Team, you will play a pivotal role in supporting one of the AEC's most complex and strategically significant programs. You will contribute to the successful delivery of the Indigo Program by planning, coordinating, and executing change support and deliverables that enable AEC staff to understand, adapt to, and embrace new ways of working.

Working as part of a high performing, collaborative team, you will act as the conduit between the program's value streams and business. You will engage with a diverse range of stakeholders to ensure fit for purpose change materials, communications, and training resources are developed and delivered to support readiness and adoption across the agency.

Your focus will be creating impactful journey mapping and experience blueprinting that demonstrates current to future state, as well as change management materials that enhance people's ability to apply, respond to, embed, and adapt to change, ensuring sustainable outcomes and long-term capability uplift.

### Responsibilities

### Key duties and responsibilities

The role will be responsible for, but not limited to:

- Providing expert advice and practical support to AEC staff on managing change and overcoming resistance effectively.
- Leading the development of experience blueprints and user journeys to support change management and transition efforts across AEC programs and projects.
- Engaging with business and technical stakeholders to map out current and future state experiences, identifying change impacts and pain points that will require additional change management focus and interventions.
- Facilitating workshops with business owners and end users to capture insights and requirements for change management.

### Hiring organization

AEC

### Employment Type

Contractor

### Beginning of employment

01 April 2026

### Duration of employment

Initial contract of 12 months with possible two extensions of 12 months each.

### Job Location

VIC, QLD, ACT

Remote work possible

### Job Benefits

Hybrid working arrangements (i.e. a combination of onsite attendance at an AEC office and remote working) will be considered at the discretion of the Hiring Manager.

### Closing Date

29.01.2026

### Rate

\$ 140 - \$ 170

- Creating visual change artefacts (journey maps and blueprints) that align user experience with operational and organisational change objectives.
- Collaborating with change managers, training and development coordinators and communication specialists to ensure journey and experience mapping are a core component of change, communication and training delivery, and are coherent for the end user.
- Making informed decisions using good judgement, expertise and knowledge, and adherence to relevant legislation, regulations, and AEC operational frameworks.
- Manage and develop productive working relationships with business and other stakeholders.

If you are located outside of Canberra, you will be required to travel to Canberra for operational reasons as directed (e.g. onboarding, planning exercises [1-2 times per quarter], in person training, etc.). Any required travel will be discussed in advance and notice given wherever practicable.

### **Qualifications**

You must hold an active Baseline security clearance prior to commencement.

### **Response Document**

Page 1 – A one-page pitch addressing the selection criteria. This should not exceed one page.

Pages 2 – 4 – A resume of no more than three pages.

Strictly Word Document Response to meet the following **criteria**:

1.-Proven experience in implementing and delivering organisational change by engaging and motivating employees to embrace change and new ways of working. -Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders at all levels, creating a narrative around the change. -Experience using a range of change management methodologies and frameworks. -Experience supporting or leading large-scale organisational change efforts impacting multiple teams. -Clear strengths in developing visual change communication artefacts that are user-centric and support business in understanding and adopting the change.

2.-Strong conceptual and information design skills, with experience in tools such as Figma, Miro and Adobe CC. -Ability to work both independently and collaboratively within a high performing team environment whilst contributing positively to the achievement of AEC objectives. -Effective communication and stakeholder engagement skills across a diverse stakeholder group. -Proven ability to manage multiple work packages simultaneously, maintaining awareness of interdependencies, risks and quality standards. -Demonstrated alignment with AEC and APS values, fostering a culture of integrity, inclusion and excellence.