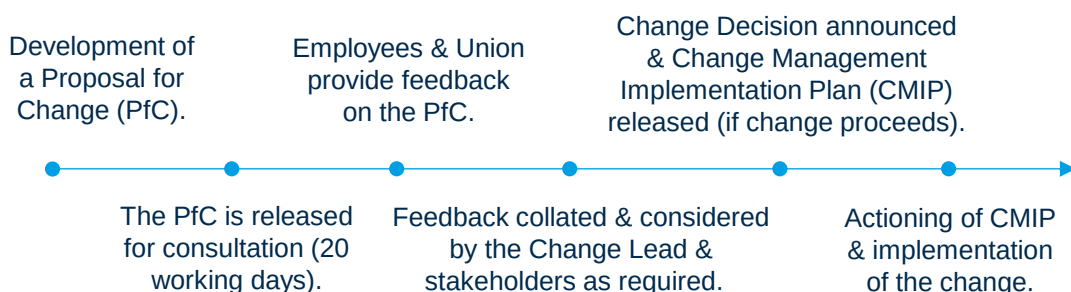


# Understanding organisational change at QUT

## What's our organisational change process?

**QUT's organisational change process is prescribed by our Enterprise Agreement. These steps are outlined below:**



## Key people involved

**Change Sponsor**  
Senior leader who approves change decisions.

**Change Leader**  
Senior leader who leads the change for their team.

**Change Manager**  
HR Change Team member.

**HR Partner**  
HR representative assigned to your Division / Faculty.

## What am I expected to do?

As a QUT staff member, you are encouraged to actively engage in the change process, seek out information, and support your colleagues.

### Actively engage in the change process

Provide open and honest feedback.

### During the first week, this looks like:

- Reading the Proposal for Change (PfC) and understanding its implications.
- Attending and engaging in team meetings.
- Talking with your supervisor to further understand the change.

### Seek out information

Ask questions and seek out information from your supervisor.

### During the month of consultation, this looks like:

- Being honest with your supervisor about how the change is impacting you.
- Participating in team discussions on what the change might look like.
- Providing honest feedback about the change via appropriate channels.
- Encouraging your colleagues to provide feedback on the change.

### Support your colleagues

Be understanding of different reactions to change and look for ways to connect.

### During the change itself, this looks like:

- Engaging in the newly established ways of working.
- Communicating actively and respectfully with your colleagues.
- Being present on, and around, critical dates.

## What can I expect?

It is important to recognise that organisational change can generate significant uncertainty, which may impact individuals differently. The *Understanding Reactions to Change* resource provides information on the ways you and your colleagues may react to uncertainty.

Asking questions and sharing your feedback during the consultation period is the best way to inform the Change Decision.

## Where can I get support?

You are encouraged to talk to your supervisor, Change Lead, Change Manager or your HR Partner if you have any questions.

You can also engage in QUT's EAP – Assure Programs.