Downloaded from <https://www.velvetjobs.com/job-descriptions/analyst-change-management>

# Example of Analyst, Change Management Job Description

Our company is growing rapidly and is looking for an analyst, change management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, change management

* Drive continuous improvement in the change management arena
* Assess the change, determine the impacts, and based on impact assist the Change Management Manager to design a strategy to support the organization through the change, execute the strategy, and measure its effectiveness based on a change adoption model
* The Change Management Analyst utilizes discretion and independent judgment to read, interpret, and draw accurate conclusions from financial and numerical material
* Conducting structured gathering, research and analysis of developing and evaluating procedures, controls, user requirements and functional specifications to identify gaps between current state and future state
* Creating business requirement documents (BRD’s) into use cases/functional specifications for customization
* Requirements gathering, functional requirements, user stories and documentating business/data/application/technology architectures, requirements and business rules
* Business process models/design, logical data models, standards and guidance
* Documenting and explaining problems and works to resolve software defects, whilst ensuring technical compatability and end user satisfaction
* Conducting market/client research and industry analysis of requirements
* Producing high-quality verbal and written consulting deliverables (including proposals, customer presentations, consulting reports) to effectively communicate project findings

## Qualifications for analyst, change management

* Ability to influence, develop and motivate self and others
* Unassailability in making the right decisions for the firm
* Experience participating in large scale cross functional projects, and leading smaller cross-functional projects
* Deep knowledge of value chain mapping and business process design
* Strong background in application support (supporting multiple applications) & configuration required
* Strong meeting collaboration skills