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# Example of Business Change Manager Job Description

Our innovative and growing company is hiring for a business change manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business change manager

* Leading and managing day-to-day portfolio of projects under the overall innovation, transformation and change strategy for the department
* Builds support for business change within the health plan and broader organization
* Support the review and approval of new service requests including impact assessments, prioritization and by participating in the weekly Change Control Board meetings
* Working with the Initiative Sponsor to ensure that the work of the initiative, including the scope of each project, covers the necessary aspects required to deliver the products or services that will lead to target state benefits
* Close partnership with stakeholders to set strategy and project direction, identify cost/benefit impact, and agree on project timelines and priorities
* Assume responsibility for planning, business process re-engineering, workstream coordination, status tracking and steering committee reporting to sr
* Ensuring that maximum improvements are made in the existing and new business operations as groups of projects deliver their products into operational use
* Leading the activities associated with benefits realization and ensuring that continued accrual of benefits can be achieved and measured after the initiative has been completed
* Taking the lead on transition management, ensuring that business as usual is maintained during the transition and the changes are effectively integrated into the business
* Preparing the affected business areas for the transition to new ways of working

## Qualifications for business change manager

* High level of proficiency in Microsoft Office (An advanced working knowledge of PowerPoint and Excel
* Optimizing the timing of the release of Project deliverables into the business operations
* Perform risk analysis and ensure cross-impacts are called out early on
* Good SME knowledge of banking book products, interest rate risk management with funds transfer pricing as a good plus
* Exposure to and use of project management methodologies and lifecycle (ability to hold meaningful conversations with PM's, including challenging where necessary)
* Proficient in using MS Office and Project Management tools such as MS Project