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# Example of Capability Manager Job Description

Our growing company is looking to fill the role of capability 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 capability manager

* Assess and measure training and development programs to ensure they are relevant to the needs of the changing business
* Own the calculation capability on a partner facing incentives payout tool
* Manage special projects on behalf of the GM OR&C
* Manage and coordinate the reporting and insights process for P&M OR&C (P&M CRO reporting)
* Manage the P&M OR&C planning process P&M OR&C, including forecasting and performance tracking
* Further embedding the enterprise 'continuous oversight' process into P&M OR&C
* Attend OR&C Process Council and Plan Governance Council as the P&M OR&C representative, with GM P&M OR&C delegation
* Manage and coordinate all Enterprise Risk framework, policy and standards/process development
* Coordinate the oversight process for RMSA and ROMs process across the P&M OR&C team
* Coordinate delivery of the PM Risk Progression Agreement deliverables

## Qualifications for capability manager

* Willingness and ability to embrace change and to adapt new strategies
* 4 Year Bachelor Degree and a minimum of 5 years of finance, sourcing, procurement or supply chain work responsibilities in large MNC with preference of variable consumer product background
* Proven expert in the delivery of technical infrastructure and systems to the benefit of consumers and brands
* Bachelor’s degree required, masters in industrial psychology, business or related field preferred
* Minimum 3-5 years of experience in a consulting, internal consulting, or human resource-related environment
* Experience consulting or leading change management projects