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# Example of Change Consultant Job Description

Our innovative and growing company is hiring for a change consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for change consultant

* Determine the detailed impact of change upon the division, shaping project activity to include the needs of the operational areas, providing implementation support and work stream management as required
* Apply appropriate change/project management practices to all project activity, ensuring that all project and operational risks are identified, assessed and managed through to satisfactory resolution
* Consult with sponsors and leaders to develop the vision for change, understand underlying issues, conduct organizational assessments, and define performance metrics and business outcomes
* Maximize change adoption through the design, development, and execution of change leadership strategies and plans
* Coach and support teams regarding the use of change leadership tools and methodologies to engage stakeholders and sustain culture change
* Design, customize, and deliver learning programs to support skill development in effective change leadership practices
* Mentors, coaching, training and providing functional support and technical guidance to less experienced implementation consultants
* Mentor new and less senior Client Transformation Consultant associates
* Provide leadership, guidance and direction to team members in absence of manager
* At higher levels may be asked to generate new business leads by updating existing clients on new features and enhancements

## Qualifications for change consultant

* Experience developing and executing communication strategies to effectively share information with project stakeholders throughout the project lifecycle
* Ability to identify and articulate solution strategies and work across business units to execute against those strategies
* Minimum of seven years of organizational change management/technology adoption experience
* 5-7+ years of HR, recruitment or talent management experience
* Bachelor's degree in Human Resources, Organizational Development or related discipline required
* Experience in consulting preferred, program management skills required