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# Example of Change Management / Change Communications Job Description

Our growing company is looking to fill the role of change management / change communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for change management / change communications

* Create an integrated communication and change management plan
* Actively seek new business opportunities and build relationships that lead to business development for internal communications and change management opportunities
* Supporting the identification and management of key stakeholder expectations and relationships
* Executing the global IRIS communication strategies and acting as key participant in leadership communication activities
* Evaluate existing communication channels for effectiveness, including print, media, digital/online, and in-person communication vehicles
* Pursue new business opportunities and work with pursuit teams to conduct research
* Assist with the creation of comprehensive training materials and supplemental documents, included but not limited to instructor-led training courses, facilitator guides, training videos, quick reference cards, computer based trainings, job aids that assures competency in the new HR processes or systems
* Manage multiple audiences and stakeholders and expectations in the active execution of change and communication strategies with a high standard of output and hitting critical timelines
* Manage and provide leadership to functional teams and support project management of the change work stream
* Build long-term business relationships with key stakeholders (internal organization and external partners) through engagement delivery, networking and services

## Qualifications for change management / change communications

* Familiarity with Service-Oriented Architecture (SOA) and Event Driven Architecture (EDA) philosophies for designing and building software applications
* Graduate / Degree in Organizational Development/ Business Management / MBA or equivalent experience
* PMI designation or equivalent work experience (minimum 5 years) in project management or operations management
* Creation, maintenance and alignment of the IT story to the evolving IT strategy, including a strategic narrative, key message map, talking points and executive-level narratives or presentations
* Translate complex ideas and messages into audience-specific narrative-style or presentation-style materials that are easily understood across different levels of the organization, including executives, town halls or all associates
* Sense the needs and develop materials to align department and program leadership with change and communication activities