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

# Example of Change Management Consultant Job Description

Our innovative and growing company is looking for a change management consultant. 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 change management consultant

* Translate the strategic direction and business objectives established by clients into holistic change management
* Collect necessary data on existing workflows to understand organizational impacts related to a specific change to the business group, customer, or partner and deliver prescriptive recommendations to ensure a smooth transition
* Present updates and executive presentations to all levels in the organization ranging from C-Level executives, business unit heads, and program leads to drive consensus
* Develop and manage multiple change management workstreams and deliverables simultaneously
* Manage schedule, scope, and risk across the entire digital transformation lifecycle
* Responsibility for all aspects of change management delivery
* Establishes and manages activities towards project milestones independently or in conjunction with Project Manager, Relationship Manager, Service Manager and service team
* Participates and leads formal transition to service in coordination with completion of technology, connections and service/client readiness
* Provides functional, subject matter expertise and technical guidance to less senior Implementation associates
* Participates in local activities such as User Groups, Information Sessions, Sales Meetings and all other appropriate activities

## Qualifications for change management consultant

* 4 years’ experience in a Change Management role, preferably in the Finance industry or within any large scale transformation project
* 5 years Project Management and Change Management experience
* Demonstrates strong knowledge of the business function and develop understanding of our product offering including the Derivatives process, policies and systems
* Requires strong planning, conceptual consulting and communication (both oral and written) skills
* Must have strong leadership, negotiation and conflict management skills
* Understanding of Business Process Management