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# Example of Change Management Lead Job Description

Our company is looking for a change management lead. 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 change management lead

* The Lead will work with Client Product Owners to support and measure effectiveness of release schedules, features, release notes, audience, communication channels
* Experienced in leading group facilitation and employee engagement processes
* Experienced in strategic scenario planning with an understanding of traditional programming, housing studies and test fits
* Experienced in conducting employee surveys, culture and work process exploration to create new workplace strategy for client
* Leads the change management process for clients developing workplace communications road maps, timelines and processes
* Works with other team members and the client to develop strategies for new ways of working that align with the client’s mission, vision and key business drivers
* Represents the Workplace practice as the lead contact for client interaction
* Facilitates client decision making and leads them through critical challenges
* Serves as the main facilitator in all client engagement meetings during client meetings and presentations
* Conducts industry research, benchmarking and translates the results into valuable information that enables clients to make informed decisions

## Qualifications for change management lead

* Demonstrated success with managing change across large complex development initiatives and projects
* Strong negotiation skills across diverse audiences
* High level of organization and attention to detail along with an ability to multi-task
* Experience interacting with C-level client executives
* Flexibility in the face of changing priorities and demanding clients
* Extremely organized to manage a complex process involving multiple parties and many moving parts