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# Example of Change Management Manager Job Description

Our growing company is searching for experienced candidates for the position of change management manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for change management manager

* Effectively communicating project expectations to project members and stakeholders in a timely and clear fashion
* Leading project team towards predetermined goals by tracking and resolving business issues thought the life of the project
* Identifying and managing business and analyst resources to successfully execute the project plan
* Preparing and presenting Change Oversight materials
* Assisting the Program Manager in providing project and portfolio status reporting and analysis to senior leadership
* Collaborating and negotiating project goals across the division leaders and systems
* Interventions / solutions intended to create alignment, ensure process understanding, and move employees up commitment curve
* Regularly evaluate risks
* Drive stakeholder engagement, leadership alignment, impact analysis, communications, business readiness, deployment, and adoption measurement
* Collaborate with and leverage applicable functional experts in the business (Finance, Business Operations, HR, IT ) to identify and address change risk and potential impact

## Qualifications for change management manager

* ITIL related experience and Certification
* Working knowledge of organizational development and talent management methodologies, principles and practices
* Experience creating and implementing change management strategies for systems non systems implementations in large organizations
* Bachelor’s degree in a related discipline (e.g., Communication, Organizational Development, Change Management, Business, Journalism, English)
* Minimum of 5 years of relevant experience in culture assessment, communications planning and/or execution, stakeholder engagement, job role design or training planning and/or execution
* Develop and execute robust communications plan