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

# Example of Change Management Manager Job Description

Our innovative and growing company is looking for a change management manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for change management manager

* Define and employ a structured change management methodology to ensure smooth transition to new global Enterprise Resource Planning System
* Define and execute plans to measure the post-launch effectiveness of change management efforts
* Manage the transition from project activities to business-as-usual operations at the end of the project
* Perform change implementation activities according to the plan, keeping all project stakeholders fully informed of responsibilities, status, and issues
* Facilitate various changes planning sessions with project SMEs, leaders and managers to define the change management process of for project initiatives
* Ensure project change management activities occur on time and within budget
* Work with the leadership team in Technology and create succinct communications to targeted groups within the organization
* Create messaging that assists in building/shifting the culture of the organization
* Build landing pages for Technology organization and project specific needs
* Create a cohesive annual communications plan year and execute against that plan for routine communications including items such as newsletters, town halls, and cyclical events

## Qualifications for change management manager

* Experience as a consultant or professional in the area of people and organization (especially change management) strongly preferred
* Minimum 10-12 years of related experience in a GxP environment required
* Minimum 5-8 years of experience managing personnel required
* FDA auditing expertise, preferably in diagnostics and medical device
* Ability to translate complex into simple and formulate quality solutions aligned with strategic business initiatives
* Bachelor's degree in Business Administration, Communications, Computer Science, Information Systems or related discipline and equivalent work experience and training