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# Example of Change Management Specialist Job Description

Our company is hiring for a change management specialist. 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 specialist

* Advise stakeholders on the best communication channels and on content development crafting messages and stories, use of language, tone of voice, interpreting messages for specific audience groups
* Develop deployment governance for Change Management and Organization Alignment (analysis, challenges/risks, project plans, roles and responsibilities)
* Manage the execution of all change leadership deliverables by acting as the technical organizational change management expert on the deployment team, including but not limited to people risk and impact analysis, leadership alignment and stakeholder engagement, deployment communications, security role mapping, cutover readiness, and hyper-care activities
* Establish, monitor and evaluate metrics for assessing program effectiveness and ROI (eg, awareness/understanding, speed of adoption, ultimate utilization, headcount reduction)
* Onboard and support the organization and developmental needs of the Lead User network throughout deployment so they can effectively support the organization during cutover and post Go-Live
* Author all leadership level communication messages and scripts
* Support hyper-care activities and communications
* Identify project milestones, align product development related costs and ensure CAPEX requirements are captured for PDR & LR with the support of Business Development leads
* Conduct relevant diagnostics as needed, which may include stakeholder analysis, learning needs assessment, change readiness assessment, communication assessment, , and share findings with the core project teams, project or program sponsors
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## Qualifications for change management specialist

* Develop an OCM strategy and roadmap to improve adoption of IT initiatives
* Provide training, improve communications and mentor project teams to increase the adoption of IT initiatives
* Draft global email announcements, design promotional materials, prepare/conduct briefings, and help develop training materials
* Manage development and execution of communications materials, such as fact sheets, job aids, instructional guides, Web content, briefings, and presentations
* Support the project team to develop stakeholder/partner outreach and engagement efforts to obtain awareness, understanding, buy-in, and support
* Work with multiple team members to recommend, develop, and implement OCM strategies