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# Example of Change Manager Job Description

Our growing company is hiring for a change 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 manager

* Assists the Change Management Global and Regional Process Owners in driving cross-account process standardization
* Assists the Change Management Global and Regional Process Owners in standardization to enable offshore targets
* Receives ACRs, logs and allocates a priority to all requests for changes that are totally impractical „
* Tables all Application Change Request (ACRs) for a Change Review Board (CRB) meeting, issues an agenda and circulates all requests for changes to Change Advisory Board members in advance of meetings to allow prior consideration „
* Convenes urgent CRB or ECRB meetings for all urgent ACRs „
* Chairs all CRB and ECRB meetings „
* Authorizes acceptable changes, either alone or after a CRB or ECRB has taken place „
* Issues change schedules and work with development to schedule instance refreshes„
* Reviews all outstanding ACRs „
* Analyses change records to determine any trends „

## Qualifications for change manager

* Position requires general computer skills including use of MS Office applications and MS Outlook e-mail
* Ability to translate business requirements into behavioural, work space or system solutions according to Bank standards
* Relevant Bachelor’s Degree and Change Management certification
* A university management degree or a degree in an engineering
* Exposure to of the infrastructure technologies such as Unix, DBA and Windows Servers
* Experience of a professional change management role, working for large organisations (global experience preferred but not essential)