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# Example of Change Manager Job Description

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

## Responsibilities for change manager

* Creating proposals and estimates
* Assessing and discussing the benefits, risks and impacts of changes and preparing an impact analysis
* Delivery of regression procedures as an element of the impact analysis prior to any change being implemented
* Ensuring the Company‘s delegation of authority directive is stringently followed
* Ensuring testing of changes prior to implementation
* Managing large changes/small projects
* Implementation of changes in accordance with Service Levels and the priorities, deliverables and schedules agreed at CAB/eCAB
* Create contents and instructional resources, as required (presentations, online and classroom trainings, publications, newsletters, social media, ad-hoc communications)
* Coach site leadership and change champions
* Maintain line of sight and influences efforts outside of the project that can enable or hinder success

## Qualifications for change manager

* Candidates with experience as Business Analyst or Management Consultant in Business driven environment are welcomed
* Good degree preferred
* Solid understanding of the Change Tool, ITSM HP SM and CMDB/Verum
* Minimum 3 years ITIL Operational experience in the Change Management process
* Proven experience of successfully delivering high quality solutions in high pressure, structured environments using standard and Agile project management techniques and disciplines
* Background in software delivery and/or other highly innovative environments