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# Example of Director, Change Management Job Description

Our company is hiring for a director, change management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for director, change management

* Accountable for ensuring record management (including archival) strategy for PV is clearly established, communicated and available for inspection/audit readiness
* Identifies archiving and document management gaps and drives plans and actions to mitigate
* Establishes and maintains document management policies within PV to facilitate efficient, legal and secure access to electronic content
* Consult with MAGIC end users in PV regarding problems in accessing/registering electronic content and liase with MAGIC registrants to remedy issues
* Conduct needs assessment to identify document management requirements/needs (retention changes, archival periods, systems, processes, SPS improvements) of departments or end users
* Organize archival records and develop classification systems and processes to facilitate services and access to archival materials
* Keep abreast of developments in document management technologies and techniques and monitor regulatory activity to maintain compliance with records and document management laws
* Act as change lead for multi-year IT strategy – driving intent, people and delivery aspects of transformation
* Evangelize “simplicity” as a driving force for change
* Engage and contribute to transformation teams to enable strategy realization, with a particular focus on IT talent and culture and PMO processes

## Qualifications for director, change management

* Outstanding communication and presentation writing skills
* Requires 10 years of progressively responsible project, incident and change management experience including a minimum of 5 years of people management experience
* AML modelling and implementation
* Extensive experience in implementing Financial Regulatory Reform
* Well developed organizational and analytical
* Minimum 5 years in IT leadership roles