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# Example of Manager, Business Transformation Job Description

Our company is growing rapidly and is hiring for a manager, business transformation. 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 manager, business transformation

* Workforce gap analysis and report
* Operational plan to get NPPD from the current workforce to the future state (training & professional development, recruiting, workforce shaping, and other tactics)
* Manage project financials and approve time sheets
* Coordinate with client regarding project objectives
* Work with project managers to ensure accurate project cost reporting
* Define Project Charter
* Lead and manage projects/programs of varying degrees of complexity
* Identifies issues and potential risks within the project
* Facilitates activities across internal stakeholders and subject matter experts activities with contracted vendors
* Ensuring Business Architecture is appropriately embedded into the project delivery of own prototypes subsequent reuse on global, functional and local/regional levels

## Qualifications for manager, business transformation

* Providing coaching and support to Business Analysts in the areas of requirements planning, analysis and documentation, requirements management and support
* Relevant college/university degree and/or post-graduate degree in Business Analysis
* Certified Business Analysis Professional (CBAP) or Project Management Institute – Professional in Business Analysis (PMI – PBA) Certification (Preferred)
* Masters Certificate in Business Analysis (Preferred)
* Proven experience working as a BA, in various delivery methodologies such as Waterfall , Iterative, and/or Agile
* Advanced knowledge and proven experience in requirements planning and prioritization including stakeholder analysis and effort estimation