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# Example of Manager, Change Management Job Description

Our innovative and growing company is looking to fill the role of manager, change management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, change management

* Develop proactive, comprehensive change management plans to include senior leadership alignment, key stakeholder and impact analysis, resistance identification and resolution, communications, and success metrics
* Measure success of change interventions and drive action to sustain change by analyzing and interpreting employee data and feedback
* Be a part of a dynamic team of analysts responsible for administering and managing the change management process and procedures for the bank
* Create specific change management plans with respect to training and orientation of employees
* Develops, mentors, and coaches change management consultant team members
* Plan, manage, create and execute all Training Communications for external audience and internal audience groups via media agreed upon via the Communications Strategy
* Create/execute/maintain detailed work plan (MS project), create all deliverables and work closely with support teams (Communications, Change Management, Instructors / Super Users) across client landscape
* Manage the tool usage and deployment of all Training Accelerators such as, but not limited to uPerform, UPK, Epilogue
* Manage all Training Logistics and Invitations
* Manage all Training Resourcing and Budgeting

## Qualifications for manager, change management

* Excellent change management, process-reengineering and problem solving skills
* Previous experience in working with virtual / offshore project teams
* Excellent command of written and verbal English and Chinese
* Excellent consulting skills, including the ability to establish trust and rapport with key stakeholders, identify underlying needs, and develop sustainable solutions
* Experience in the management of large and small scale organizational readiness initiatives
* Working knowledge of organization development and large-scale change management methodologies, principles and practices