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# Example of Organizational Change Management Job Description

Our growing company is looking to fill the role of organizational change management. 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 organizational change management

* Coach and prepare individual leaders to lead change, and facilitate alignment of project objectives among the leaders
* Define Sponsor goals and expectations, including their levels of commitment and ability to influence the change process
* Ensure that the sponsor is clear on the sponsor role and assess their readiness to perform the role
* Work with Executives and Senior Management to ensure that the right resources are engaged in a timely manner to support key change initiatives
* A basic understanding of HR processes
* Work with the training group to ensure training materials are developed and classes are held on schedule
* Develop metrics for ongoing measurement of user adoption and impact
* Act as a liaison between the BTO and the change network (which may be a formalized group on larger projects or designated change champions on smaller projects) to ensure the flow of communications between both groups
* Assist development, implementation and management of benefit measurement systems to track adoption, utilization and proficiency of individual staff level changes business case benefits realization
* It will also include developing and delivering training using the ADDIE methodology to prepare Client for future software releases

## Qualifications for organizational change management

* Self Awareness and Humility
* 3-5 years of experience in the delivery of large scale and complex enterprise initiatives across stakeholder groups
* Demonstrated ability to manage multiple initiatives guiding junior resources, 3rd party suppliers and other team members as required
* Masters degree in organization Development or adult education or related fields
* Expert skill level in coaching others the ability to modify approaches between directing, coaching, supporting and delegating depending on the specific task and individual
* Bachelor’s Degree required, concentration in communication, organizational development, psychology, business administration, education, or related area preferred