



Example of Change Consultant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of change consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for change consultant

- Provide support services & MI to ensure the change process runs smoothly
- Facilitate change process governance meetings and ensure these are scheduled and delivered
- Ensure outcomes of change governance meetings are recorded accurately and communicated
- Be the point of contact to investigate more complex change queries
- Support the Triage and Resource Planning Terms of Reference during governance meetings
- Implement medium and large scale projects into Operations & Delivery, or lead delivery of smaller projects and change initiatives
- Engage and build relationships with operational SMEs across the division to ensure any change affecting Operations & Delivery is managed effectively
- Act as an ambassador for the Operations & Delivery community, championing the customer (internal and external) as part of change delivery and ensuring you represent the needs of the division within corporate projects that will both drive forward delivery, but also influence decision making and ensuring alignment with Operations & Delivery strategy
- Collaborate with project managers and project sponsors to determine change management scope and effort
- Apply a structured methodology and lead change management activities by applying change management process and tools to create a strategy and plan to support adoption of the changes required by a project or initiative

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- Experience developing detailed action plans that pinpoint the impact of change on affected parties and identify the plan of action for addressing the anticipated responses to the change
 - HR project management from conception and design through implementation, measurement and continuous improvement
 - Confident and assertive at all levels with strong communication and presentation skills
 - Experience leading others throughout all project life cycle stages
 - Proven talent management experience, including but not limited to performance management, talent reviews, succession, coaching and leadership development
 - Excellent organization skills, ability to prioritize multiple tasks, meet tight deadlines, and thrive in a fast-changing environment