



Example of Change Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of change manager. 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 manager

- Support and work on solutions/ways to make using the Net Promoter System easy for teams
- Ability to think outside the square and challenge the way we do things to improve the customer experience
- Manage and communicate to wider delivery team any changes to agreed work items
- Manage the project Change Management Library to ensure the integrity of baselines and configuration items
- Build and maintain traceability of releases through JIRA/Confluence on various environments
- Coordinate with the delivery team and test team to understand / define deployment milestones to actively manage with deployment
- Own the central repository to retain packages and builds outputs to be utilised for deployment on various environments
- Creating and carrying out Change Management Reviews as per the Change Management Plan in conjunction with the PM
- Participate in the Change Management Review / Audits reporting on Change Management Reviews
- Resolve Change Management Review / Audit corrective action plans and oversee their implementation

Qualifications for change manager

- Demonstrated leadership skills with the ability to lead, manage, build and deliver customer and partner business results through an engineering or professional services team
- Strong communications skills to effectively manage the change set
- Strong written and verbal communications skills with the ability to create vision for the usage of a product, handle difficult or sensitive situations, adapt to different types and levels of clients, engage users and motivate new adopters of the technology
- Understanding of the business impact of changes
- Documentum technical competency, possessing a broad knowledge of the product and its technical architecture