

Sample Job Description

Job Titles: Change Manager (Other alternative titles include Change Lead, Change Advisor, Change Coordinator etc)

Job purpose

The Change Manager is responsible for facilitating user adoption and usage of changes. This person is responsible for devising strategies and approaches to move individuals, teams and the organisations impacted by a change from the current to the desired future state. The Change Manager will efficiently manage and engage stakeholders to ensure adequate buy-in and proactively manage resistance that arises and drive faster adoption of the change to increase the realisation of benefits, value creation and return on investment.

Roles and responsibilities

- Complete change impact assessments and change readiness assessments to correctly identify the impact of the change in the organisation and assess the organisations overall readiness to adopt and implement the change
- Identify measures and actions to drive accountability in business units towards realising the bigger picture.
- Identify change risks and identify risk mitigation strategies and approaches
- Identify and map all stakeholders impacted by the project, understand their disposition to the project
- Understand all the risks associated with the stakeholders impacted and identify tactics to mitigate those risks
- Develop and implement a tailored change management strategy and plans that contain clear change deliverables
- Integrate change management activities with overall project activities.
- Proactive management of resistance with the stakeholder groups identified
- Act as a change coach to the business leaders and executives to help them fulfil their role in sponsoring the change
- Work collaboratively with project teams and coordinate efforts with other specialists or experts as required
- Support development and implementation of communication efforts
- Participate in the identification of training needs and support design and implementation of training requirements
- Deploy and embed actions to ensure the change sticks and is sustained

Skills and qualifications

- Change management certification or designation a plus; Prosci certification desired
- Strong understanding of the dynamics of change and how people experience and go through change.
- Good knowledge of global best practice in change management and applying that understanding in the development of strategies and tools. Experience with change models such as ADKAR would be a plus
- Strong communication and interpersonal skills



- Ability to establish, build and maintain relations with diverse stakeholder groups
- Good team player with the ability to work with and through individuals to a common vision and objective
- Ability to balance the bigger picture and detailed implementation of change activities
- Good overall understanding of the business issues around the change
- Strong organisational and planning skills
- Flexible and adaptable and ability to work in ambiguous situations

Want To Become A Certified Change Management Practitioner?

View dates for the upcoming Virtual Prosci Change Management Certification Program

[View Dates And Register](#)

or

Contact us;

changemanagement@cedarafriicagroup.com

or +254 743 274 270

