

CPC Change Management Lead

The change management lead will be an integral member of the CPC team owning and driving; the adoption assessment/analysis for campaigns 1 and 2 (Initiative Publishing and Performance and Development Planning), and development of the change strategy, plan, and adoption for campaigns 3 and 4 (Mid-Year Career Discussion and Year-End Performance Review).

This person will part of the Release Management Leadership Team and attend the weekly Release Mgmt Meetings, as well as team meetings. The change management lead will work closely with CPC team members, ACP, training and communications to drive all aspects of the execution of the change management strategy. Weekly report outs will reveal any risks to the plan as well as mitigation steps.

Key Responsibilities

- Development of Change Management strategy, plan and timeline
 - Stakeholder analysis and management plan
 - Strategy to leverage key stakeholders in adoption of behavioral changes (i.e. change ambassador network)
 - Determination of behavioral changes and drivers/rewards to achieve them
 - Change readiness assessment and action plan
 - Execution of and driving of change management plan
 - Determination of success metrics to measure adoption rates
 - Mitigation plans
 - Drive Communication strategy and execution
 - Develop/update/maintain impact analysis and key messages
 - Editing
 - Agreement & alignment of audiences and key messages
 - Determination of how we use our stakeholders in communications
 - Work closely with communications team to meet timeline and deliverables
 - Drive Training strategy and execution
 - Determine key behavioral changes and work with training to support those changes
 - Editing
 - Agreement & alignment of audiences and key messages
 - Work closely with communications team to meet timeline and deliverables
- Spokesperson for CPC
- Consult with CPC leadership on stakeholder management and other key elements of socialization
- Continual pulse taking to ensure adoption is on course as planned
- Create and maintain feedback loop between change management activities and release owners (i.e. business requirements, adoption progress, surprises etc.)