

Position Title: T&O Change Management Engagement Analyst/Consultant

About Accenture

Accenture is one of the leading providers of management consulting services worldwide with more than 13,000 consultants in 49 countries. Our management consultants create, design and build new business models and help our clients integrate and operate them. You'll have the opportunity to turn theory into practice and shape strategies right through from inception to execution. How? By acting as a trusted advisor in identifying and creatively solving complex problems, designing/restructuring critical processes, and fundamentally transforming the way a company operates, in order to help them become a high-performance business. Our suite of services deliver tangible business outcomes for our clients and are built on both industry and business expertise.

About the Talent and Organization Performance Service Line

The Talent & Organization Performance service line offers an integrated suite of proven strategies, methods, tools and deeply skilled resources that help businesses and governments achieve high performance by transforming the performance of their people.

Job Description

The **Change Management Engagement Consultant** is primarily responsible for planning and executing communications activities. Additionally, the Consultant will be responsible for stakeholder engagement and leadership activities. The Change Management Engagement Consultant will assess communications needs, develop program-level messaging, identify innovative communications tools, plan communications and execute communications across multiple vehicles.

Additionally, the Change Management Engagement Consultant will support the Change Management Lead by identifying and communicating stakeholder concerns, risks, and needs, as well as, recommending and executing stakeholder specific actions. The Consultant will partner with other project team members to conduct stakeholder assessments, build stakeholder specific engagement plans, and execute required change management actions, including: targeted communications, surveys, 1:1 leadership meetings, facilitated stakeholder discussions, etc.

The Change Management Engagement Consultant will partner with the Change Management Lead, PMO, Program Manager, Project Leads, Change Management Team, Team Leads and assigned stakeholder leadership to plan, draft, and execute communications and other change management activities.

Key responsibilities may include:

Communications Planning

- Partner with the Communications Lead and Program and Project Leadership to plan communications
- Outline planned communications and input to the Master Communications calendar
- Support internal team communications
- Communicate Stakeholder Assessment and proposed action plan

Communications Execution

- Draft planned communications
- Coordinate "Weekly Win" activities among internal project teams
- Update the Monthly Status Report Communications Tracker, to reflect executed and planned communications

Other Change Management Activities

- Assess stakeholder needs through stakeholder interviews, focus groups, and existing survey information
- Document and maintain (monthly) stakeholder needs in the Stakeholder Assessment work product
- Negotiate with and coach project leaders
- Monitor leadership engagement and identify areas of concern
- Collaborate with the Training Team to assess training needs and identify key end users

Basic Qualifications:

- 3 years of experience developing stakeholder specific communications
- 3 years of experience executing communication activities
- 2 years of experience collaborating on cross team initiatives
- Must be a US Citizen and possess or be eligible to obtain a Secret clearance

Preferred Skill Requirement:

- 1 year of experience working on organizational effectiveness efforts

Professional Skill Requirement:

- Excellent writing and speaking skills (as much of our focus is on effective communications, externally and internally)

Preferred Skills

- Hands-on change management experience
- Experience in other related Talent & Organization Performance areas such as Organizational Effectiveness, Talent Management, and Human Resource Transformation
- Experience in using work planning, process mapping, training development, or web-page development applications
- Experience leading at least one other person
- Capable of leading meetings with internal clients
- Strong proficiency in using Microsoft Office products (e.g. Word, Excel, PowerPoint)
- Capable of meeting with senior executives (Directors and Vice Presidents)
- Some background in individual and/or organizational psychology
- Experience working with offshore and third-party vendors
- Experience with global or multi-national projects

Less than 10% travel

All of our consulting professionals receive comprehensive training covering business acumen, technical and professional skills development.

Candidates who are currently employed by a client of Accenture or an affiliated Accenture business may not be eligible for consideration.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

Accenture is an Equal Opportunity Employer.

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Company Website: www.accenture.com