



## Consultant

### *Specialization: Change Leadership*

*FirstRule Group is a consulting firm with a broad book of business in the public sector and healthcare fields. Our projects are often complex, multi-year, and highly visible with outcomes that matter to the well-being of communities in the Pacific Northwest.*

*We are looking for dedicated, effective, and engaging people to join our team.*

At FirstRule Group, consultants that specialize in change leadership support organizations in making changes successfully, whether this is the implementation of a new project or initiative, a reorganization, or the roll-out of a new technology tool. Their primary responsibilities include identifying stakeholders; assessing readiness for change; identifying and implementing an appropriate change management approach; developing communication and training to support clients; and identifying and mitigating any impacts of the change.

### Key Responsibilities

- Identify and assess readiness of stakeholders for upcoming change.
- Identify and articulate the business reasons for the change and specific workflows or other processes that are impacted.
- Collect information about the client's business through a variety of methods (shadowing, interviews, surveys, reading reports, etc.).
- Analyze and interpret data to identify strengths, weaknesses, opportunities, and threats.
- Recommend change management approach, framework, and tools.
- Design systems to govern change and align with an organization's values and strategic plan.
- Train and coach clients on change management tools and approaches.
- Facilitate meetings and deliver presentations.

## Key Deliverables

Common documents or deliverables that you may be asked to create and manage:

- Change readiness assessments
- Training presentations
- Feasibility studies
- Training and communication plans
- Process maps and documents
- Final reports

## Qualifications and Competencies

- ✓ Degree in Human Resource Management, Organizational Development, Business Administration, or related field. Comparable or relevant experience may substitute for education.
- ✓ 4+ years of strategic-level organizational change management, including Information Technology (IT) system implementation.
- ✓ Familiarity with various change management frameworks, including ADKAR.
- ✓ Excellent leadership skills, including demonstrated ability to make hard decisions, adapt to changing situations, and listen to differing points of view.
- ✓ Excellent problem-solving, organizational, and coordination skills.
- ✓ Excellent written and verbal communication skills, including the ability to develop and deliver effective presentations.

## You are our next big thing!

Interested in joining our team? Visit [firstrulegroup.com](http://firstrulegroup.com) to apply or contact us at [info@firstrulegroup.com](mailto:info@firstrulegroup.com)

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