

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*

## **Learning Strategy - People Leader**

### **Job Description Summary**

This position is responsible for leading a team of learning strategists, collaborating with stakeholders and SMEs, and developing and implementing comprehensive learning strategies. The role involves analyzing survey and performance data, advising leaders on learning strategies, and managing the performance and development of the team. The ideal candidate will have strong leadership, strategic thinking, and communication skills to drive the success of learning strategy initiatives and ensure alignment with organizational goals.

### **Essential Duties and Responsibilities**

- Collaborate with stakeholders and subject matter experts (SMEs) to gather input and ensure alignment of learning strategies.
- Analyze survey and performance data to inform the development of learning strategies.
- Develop and lead comprehensive learning strategies that support organizational goals.
- Advise leaders on effective learning strategies and initiatives.
- Evaluate employee training needs and develop appropriate learning strategies.
- Lead and manage a team of learning strategists, fostering a culture of continuous improvement.
- Oversee strategy projects to ensure timely and effective execution.
- Allocate resources effectively to support learning strategy initiatives.
- Develop team skills through training, mentoring, and professional development opportunities.
- Conduct performance reviews and provide constructive feedback to team members.
- Align the learning strategy team with the organization's strategic goals.
- Ensure compliance with organizational policies and best practices in learning and development.
- Handle escalations and address issues promptly and effectively.
- Foster collaboration and communication within the team and with other departments.
- Implement best practices in learning strategy and project management.
- Stay updated on industry trends and advancements in learning strategies and technologies.

## **Skills**

- Strong leadership abilities to inspire and guide the learning strategy team.
- Expertise in learning strategy development and strategic thinking.
- Proficiency in presentation and public speaking.
- Effective coaching and mentoring skills to develop team members' capabilities.
- Proficiency in performance management techniques.
- Expertise in resource allocation to maximize team efficiency.
- Strategic alignment skills to ensure team goals align with organizational objectives.
- Compliance management skills to ensure adherence to policies and standards.
- Conflict resolution skills to handle team issues professionally.
- Strong verbal and written communication skills.
- Decision-making abilities to drive project and team success.

## **Qualifications to Consider**

- Certified Professional in Talent Development (CPTD)

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*