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 Technology – Department Head

Job Description Summary

This position is responsible for developing and leading the technology strategy for learning and development within the organization. The role involves aligning technology initiatives with business goals, overseeing tech operations, managing budgets, and driving innovation in learning technologies. The ideal candidate will have strong strategic planning, business alignment, and executive communication skills to ensure the success of learning technology initiatives and represent the function at a senior management level.

Essential Duties and Responsibilities

- Develop and execute the organization's technology strategy for learning and development.
- Align technology initiatives with overall business objectives and strategies.
- Oversee the daily operations of the learning technology department to ensure efficiency and effectiveness.
- Set departmental goals and ensure they are met through strategic planning and execution.
- Manage budgets and ensure financial resources are used effectively to support tech initiatives.
- Build and maintain external partnerships to enhance learning technology programs and opportunities.
- Lead organizational change initiatives related to learning technologies.
- Ensure the return on investment (ROI) of tech programs through effective evaluation.
- Represent the learning technology function at the executive level and advocate for tech initiatives.
- Drive innovation in learning technology and integrate AI strategies.
- Analyze the impact of technology on learning outcomes and organizational performance.
- Advocate for learning technology initiatives within the organization.
- Establish metrics for success and ensure they are tracked and reported.
- Lead cross-functional teams to collaborate on and deliver comprehensive tech solutions.
- Ensure cybersecurity measures are in place to protect learning data.

Skills

- Strong strategic planning abilities to develop and implement effective technology strategies.
- Expertise in aligning technology initiatives with business goals and objectives.

- Proficiency in budget management to ensure efficient use of financial resources.
- Change leadership skills to drive and support organizational change initiatives.
- Partnership building skills to establish and maintain external relationships.
- Ability to conduct ROI analysis to evaluate the effectiveness of tech programs.
- Excellent executive communication skills to present and advocate for tech initiatives.
- Innovation management skills to drive the adoption of new technologies and practices.
- Impact analysis skills to measure the effect of technology on learning and performance.
- Competence in establishing and tracking metrics for success.
- Knowledge of AI and data science concepts.
- Advanced data analytics skills to inform technology decisions.
- Understanding of cybersecurity strategies to protect learning data.
- Strong cross-functional leadership skills to lead diverse teams.

Qualifications to Consider

- Certified Professional in Talent Development (CPTD)

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