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 - People Leader

Job Description Summary

This position is responsible for leading a team of learning technology professionals, providing feedback and coaching, and overseeing the performance and development of the team. The role involves managing tech projects, allocating resources, ensuring team compliance, and promoting AI skill development. The ideal candidate will have strong leadership, coaching, and technical acumen to drive the success of the learning technology team and ensure alignment with organizational strategy.

Essential Duties and Responsibilities

- Lead and develop a learning technology team, fostering a culture of continuous improvement.
- Provide feedback and coaching to team members to enhance their skills and performance.
- Manage team performance, conducting regular evaluations and addressing performance issues as needed.
- Oversee multiple tech projects, ensuring they meet quality standards and deadlines.
- Allocate resources effectively to optimize team productivity and project success.
- Conduct performance reviews and provide constructive feedback to team members.
- Align the learning technology team with the organization's strategy and business goals.
- Ensure team compliance with organizational policies and best practices.
- Handle escalations and address issues promptly and effectively.
- Promote AI skill development within the team and encourage innovation.
- Foster collaboration and communication within the team and with other departments.
- Implement best practices in learning technology and project management.
- Ensure compliance with governance and ethical standards in all tech activities.
- Stay updated on industry trends and advancements in learning technologies and AI.
- Represent the learning technology team in meetings and discussions with senior leadership.

Skills

- Strong leadership abilities to inspire and guide the learning technology team.
- 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 team collaboration and communication skills.
- Decision-making abilities to drive project and team success.
- Knowledge of AI and machine learning concepts.
- Strong data analytics skills to inform technology decisions.
- Technical acumen to understand and manage learning technologies.
- Innovation management skills to drive the adoption of new technologies and practices.

Qualifications to Consider

- Certified Professional in Talent Development (CPTD)

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