

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.

Career & Leadership Development - People Leader

Job Description Summary

This position is responsible for leading a development team, providing feedback and coaching, and overseeing the performance and development of team members. The role involves setting team goals, managing development programs, allocating resources, and ensuring compliance. The ideal candidate will have strong leadership, coaching, and strategic alignment skills to drive the success of career and leadership development initiatives.

Essential Duties and Responsibilities

- Lead and develop a team of career and leadership development professionals.
- Provide feedback and coaching to team members to enhance their skills and performance.
- Set clear and achievable team goals aligned with organizational objectives.
- Manage team performance, conducting regular evaluations and addressing performance issues as needed.
- Oversee the development and implementation of career and leadership development programs.
- Allocate resources effectively to optimize team productivity and project success.
- Develop team skills through training, mentoring, and professional development opportunities.
- Conduct performance reviews and provide constructive feedback to team members.
- Align the development team with the organization's strategic goals.
- Ensure team compliance with organizational policies and best practices.
- Handle escalations and address issues promptly and effectively.
- Mentor junior development team members and support their growth and development.
- Facilitate team meetings to ensure alignment and effective communication.
- Foster collaboration and teamwork within the development team and with other departments.
- Implement best practices in career and leadership development and project management.
- Ensure compliance with governance and ethical standards in all development activities.

Skills

- Strong leadership abilities to inspire and guide the development team.
- Effective coaching and mentoring skills to develop team members' capabilities.
- Proficiency in setting and achieving team goals.
- Expertise in performance management techniques.
- Ability to oversee and manage development programs.

- Effective resource allocation skills to support team productivity.
- 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.
- Ability to facilitate effective team meetings and foster collaboration.

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.