

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.

Organization Development – Department Head

Job Description Summary

This position is responsible for developing and leading the organization development (OD) strategy for the organization, ensuring alignment with business goals, and overseeing OD operations. The role involves setting departmental goals, managing budgets, building external partnerships, and driving innovation in OD initiatives. The ideal candidate will have strong strategic planning, business alignment, and executive communication skills to ensure the success of OD programs and represent the function at a senior management level.

Essential Duties and Responsibilities

- Develop and execute the organization's OD strategy.
- Align OD initiatives with overall business objectives and goals.
- Oversee the daily operations of the OD 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 OD initiatives.
- Build and maintain external partnerships to enhance OD programs and opportunities.
- Lead organizational change initiatives related to OD.
- Ensure the return on investment (ROI) of OD programs through effective evaluation.
- Represent the OD function at the executive level and advocate for OD initiatives.
- Drive innovation in OD programs and promote best practices.
- Analyze the impact of OD initiatives on organizational performance.
- Advocate for OD 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 OD solutions.
- Ensure compliance with governance and ethical standards in all OD activities.

Skills

- Strong strategic planning abilities to develop and implement effective OD strategies.
- Expertise in aligning OD 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 OD programs.

- Excellent executive communication skills to present and advocate for OD initiatives.
- Innovation management skills to drive the adoption of new OD strategies and practices.
- Impact analysis skills to measure the effect of OD initiatives on organizational performance.
- Competence in establishing and tracking metrics for success.
- Strong cross-functional leadership skills to lead diverse teams.

Qualifications to Consider

- Certified Professional in Talent Development (CPTD)

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