

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 - Project/Program Lead

Job Description Summary

This position is responsible for overseeing organizational development (OD) programs, coordinating with stakeholders, and managing budgets. The role involves ensuring program milestones are met, maintaining quality assurance, and reporting on OD initiatives. The ideal candidate will have strong program management skills, stakeholder coordination abilities, and the ability to implement feedback to support the success of OD programs.

Essential Duties and Responsibilities

- Oversee the development and implementation of OD programs.
- Coordinate with stakeholders to ensure alignment and gather input for OD initiatives.
- Manage budgets to ensure financial resources are used effectively to support program goals.
- Ensure program milestones are met and monitor progress throughout the program lifecycle.
- Maintain quality assurance standards for all OD programs.
- Report on the progress and outcomes of OD initiatives to stakeholders.
- Facilitate program meetings to ensure alignment and effective communication.
- Allocate resources effectively to support program implementation.
- Ensure compliance with organizational policies and best practices in OD programs.
- Implement feedback from participants and stakeholders to improve programs.
- Monitor the adoption and impact of OD programs.
- Support the implementation of OD programs across the organization.
- Handle inquiries related to OD programs and provide timely responses.
- Manage documentation for all OD programs to ensure accuracy and accessibility.

Skills

- Strong program management skills to oversee OD initiatives.
- Ability to coordinate with stakeholders and gather input.
- Proficiency in budget management to ensure efficient use of financial resources.
- Knowledge of quality assurance practices to maintain high standards in OD programs.
- Strong reporting skills to communicate progress and outcomes effectively.

- Ability to facilitate meetings and ensure effective communication.
- Effective resource allocation skills to support program goals.
- Knowledge of compliance and regulatory requirements in OD programs.
- Ability to implement feedback for continuous improvement.
- Skills in monitoring program adoption and impact.

Qualifications to Consider

- Certified Professional in Talent Development (CPTD)

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