

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 Strategy – Department Head

Job Description Summary

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

Essential Duties and Responsibilities

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

Skills

- Strong strategic planning abilities to develop and implement effective learning strategies.
- Expertise in aligning strategy 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 strategy programs.
- Excellent executive communication skills to present and advocate for strategic initiatives.
- Innovation management skills to drive the adoption of new strategies and practices.
- Impact analysis skills to measure the effect of learning strategies 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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