

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.

Training Delivery & Facilitation – Department Head

Job Description Summary

This position is responsible for leading and managing the training strategy and operations for the organization at a director level. The role involves people management, collaborating with stakeholders, evaluating training needs, and developing training strategies. The ideal candidate will ensure the alignment of training programs with business goals, manage budgets, build external partnerships, and lead organizational change. Strong leadership, strategic planning, and communication skills are essential to drive the success of the training function and represent it at a senior management level.

Essential Duties and Responsibilities

- Lead and manage the training team, ensuring effective people management practices.
- Collaborate with stakeholders to understand and meet training needs.
- Evaluate employee and organizational training requirements.
- Assess data for learning outcomes to inform training strategies.
- Develop comprehensive training strategies that align with business goals.
- Advise leaders on effective learning strategies and initiatives.
- Oversee the operations of the training 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 training initiatives.
- Build and maintain external partnerships to enhance training programs and opportunities.
- Lead organizational change initiatives to support learning and development.
- Ensure the return on investment (ROI) of training programs through effective evaluation.
- Represent the training function at the senior management level and advocate for training initiatives.
- Lead cross-functional teams to collaborate on and deliver comprehensive training solutions.
- Drive problem-solving initiatives to address challenges within the training department.
- Ensure compliance with governance and ethical standards in all training activities.
- Foster a culture of continuous learning and development within the organization.

Skills

- Strong people management skills to lead and develop the training team.
- Excellent public speaking and presenting abilities.
- Effective coaching and mentoring skills to develop team members.
- Strong problem-solving skills to address challenges and find solutions.
- Proficiency in project management to oversee training initiatives.
- Strategic planning skills to develop and implement effective training strategies.
- Ability to align training initiatives with business goals and objectives.
- Expertise 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 training programs.
- Excellent communication skills to present and advocate for training initiatives.
- Impact analysis skills to measure the effect of training programs on performance.
- Competence in establishing and tracking metrics for success.

Qualifications to Consider

- ATD Master Trainer
- Associate Professional in Talent Development (APTD)
- 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.