

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.

Executive

Job Description Summary

This position is responsible for developing and executing the talent development strategy for the organization, ensuring alignment with business goals, and overseeing the implementation and sponsorship of learning and development programs. The role involves managing budgets, building external partnerships, leading enterprise change initiatives, and representing talent development at the executive level. The ideal candidate will have strong strategic planning, business alignment, and executive communication skills to drive innovation and ensure the success of talent development initiatives.

Essential Duties and Responsibilities

- Develop and execute the organization's talent development strategy.
- Align talent development initiatives with overall business objectives and goals.
- Oversee the implementation and sponsorship of talent development programs to ensure their success.
- Manage budgets and financial planning to ensure efficient use of resources.
- Build and maintain external partnerships to enhance talent development programs and opportunities.
- Lead enterprise change initiatives related to talent development.
- Ensure the return on investment (ROI) of talent development programs through effective evaluation.
- Represent the talent development function at the executive level and advocate for talent development initiatives.
- Drive innovation in talent development programs and promote best practices.
- Analyze the impact of talent development initiatives on organizational performance.
- Establish metrics for success and ensure they are tracked and reported.
- Lead, manage, and develop cross-functional teams to deliver comprehensive talent development solutions.
- Promote diversity, equity, and inclusion (DEI) within the organization.
- Ensure compliance with governance and ethical standards in all talent development activities.
- Leverage technology integration as part of the business strategy for talent development.
- Implement knowledge management strategies to enhance organizational learning.

Skills

- Strong strategic planning abilities to develop and implement effective talent development strategies.
- Expertise in aligning talent development 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 talent development programs.
- Excellent executive communication skills to present and advocate for talent development initiatives.
- Innovation management skills to drive the adoption of new talent development strategies and practices.
- Impact analysis skills to measure the effect of talent development initiatives on organizational performance.
- Competence in establishing and tracking metrics for success.
- High emotional intelligence (EQ) to navigate complex organizational dynamics.
- Critical thinking and decision-making skills to drive strategic initiatives.
- DEI leadership skills to promote an inclusive workplace culture.
- Knowledge of governance and ethical standards in talent development.
- Strong stakeholder management skills to engage and align with key organizational leaders.
- Proficiency in learning technology integration to support talent development initiatives.
- Knowledge management skills to enhance organizational learning and retention.
- Talent strategy development skills to build a capable and resilient workforce.
- Performance measurement skills to evaluate the effectiveness of talent development programs.

Qualifications to Consider

- Certified Professional in Talent Development (CPTD)

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