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.

Instructional Design – 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 the operations of the L&D department, with a strong focus on managing instructional design. The role involves setting departmental goals, managing budgets, building external partnerships, evaluating the ROI of learning programs, and leading cross-functional teams. The ideal candidate will have strong strategic planning, business alignment, and executive communication skills to drive the success of the instructional design and L&D functions.

Essential Duties and Responsibilities

- Develop and execute the organization's learning strategy to support business goals.
- Align learning initiatives with overall business objectives and strategies.
- Oversee the daily operations of the L&D department to ensure efficient and effective functioning.
- Set departmental goals and ensure they are met through strategic planning and execution.
- Manage budgets and ensure financial resources are used effectively to support L&D initiatives.
- Build and maintain external partnerships to enhance learning programs and opportunities.
- Evaluate the return on investment (ROI) of learning programs and initiatives.
- Analyze the impact of learning programs on individual and organizational performance.
- Establish metrics for success and ensure they are tracked and reported.
- Advocate for L&D initiatives within the organization, demonstrating their value and impact.
- Lead cross-functional teams to collaborate on and deliver comprehensive learning solutions.
- Drive change leadership within the organization, supporting learning and development initiatives.
- Ensure compliance with governance and ethical standards in all L&D activities.
- Communicate effectively with executive leadership and stakeholders to align on L&D strategies.
- Foster a culture of continuous learning and development within the organization.
- Stay updated on industry trends and advancements in learning technologies and methodologies.
- Provide oversight and guidance to the instructional design team to ensure high-quality content development.

- Implement best practices in instructional design and learning technologies.

Skills

- Strong strategic planning abilities to develop and implement effective learning strategies.
- Expertise in aligning learning 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 learning programs.
- Excellent executive communication skills to present and advocate for L&D initiatives.
- Impact analysis skills to measure the effect of learning programs on performance.
- Competence in establishing and tracking metrics for success.
- Strong leadership skills to guide cross-functional teams.
- Knowledge of governance and ethical standards in L&D.
- Ability to foster a culture of continuous learning and improvement.
- Familiarity with the latest trends and technologies in learning and development.
- Strong decision-making skills to drive the success of L&D initiatives.
- Ability to manage multiple projects and programs simultaneously.
- Expertise in instructional design management to ensure high-quality content development.

Qualifications to Consider

- ATD Master Instructional Designer
- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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