

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.

Career & Leadership Development - Individual Contributor

Job Description Summary

This position is responsible for conducting career assessments, developing career plans, and providing coaching and mentoring to support employee development. The role involves designing leadership programs, facilitating workshops, creating development materials, and collaborating with HR to address development needs. The ideal candidate will have strong skills in career assessment, program design, and progress tracking to ensure effective career and leadership development initiatives.

Essential Duties and Responsibilities

- Conduct career assessments to evaluate employee strengths, interests, and development needs.
- Develop personalized career plans to support employee growth and career transitions.
- Provide coaching and mentoring to employees to enhance their career development.
- Design leadership programs to develop future leaders within the organization.
- Facilitate workshops and training sessions on career and leadership development topics.
- Create development materials, including guides, toolkits, and resources.
- Analyze development needs to identify gaps and opportunities for improvement.
- Collaborate with HR to align development initiatives with organizational goals.
- Track progress of employees participating in development programs.
- Report on development outcomes and provide insights to stakeholders.
- Gather feedback from participants to inform continuous improvement.
- Adapt programs based on feedback and emerging best practices.
- Research and stay updated on best practices in career and leadership development.
- Support employees during career transitions, providing guidance and resources.

Skills

- Proficiency in conducting career assessments.
- Expertise in career planning and development.
- Strong coaching and mentoring skills.
- Experience in designing effective leadership programs.

- Ability to facilitate engaging workshops and training sessions.
- Proficiency in creating development materials.
- Strong needs analysis skills to identify development gaps.
- Ability to collaborate effectively with HR and other stakeholders.
- Proficiency in tracking progress and reporting on development outcomes.
- Strong verbal and written communication skills.

Qualifications to Consider

- Associate Professional in Talent Development (APTD)

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