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# Example of Manager, Talent Management Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, talent management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, talent management

* Support and continuously improve processes and tools in the area of Performance Management
* Ability to listen, learn and creatively build solutions that are practical and effective for the organization
* Ensure all process/system design satisfies all audit requirements and mitigates risk
* Analyze business requirements, procedures, and problems to improve existing systems and review HR capabilities, workflow, process gaps/needs
* Measures the effectiveness of Talent Development programs, systems, tools and procedures
* Conducts department administrative duties as needed
* Partner with corporate communications / HR to develop & manage employment branding, social media strategy/recruitment materials
* Support the execution and embedding of current and future Leadership journey initiatives
* Contribute to the evolution of the Future Talent Programmes to be even more aligned with the leadership Excellence Strategy (Apprenticeship Program, Dual Study Program, Functional Trainee Program) while minimising overlap of content, and ensuring links to other leadership programmes other key internal processes Learning and Development, Performance & Succession, Talent Acquisition
* Train recruiters on the narrative for our talent brand story, using a method that resonates best with them to ensure a successful talent brand communication campaign

## Qualifications for manager, talent management

* Ability to work both independently and with multiple stakeholders at different levels in the organization
* Minimum of 7 years in Learning & Development with at least 3 years of impacting business through Leadership and Organizational Development
* Experience creating and facilitating learning and development programs using adult learning theories and experiential learning concepts
* Ability to motivate, coach and build relationships at all levels of the organization
* Excellent team collaboration and the ability to establish positive working relationships across the organization
* Excellent ability to manage and influence change