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# Example of Talent Development Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of talent development manager. 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 talent development manager

* Proactively lead change in respect to Talent Management practice and/or processes
* Thought leadership on frameworks and applications
* Workshops – target audience, learning objectives, external providers and faculty
* HR teams and internal change agents – shared understanding and approach to change
* Partners with HR Business Partner teams and Organization and Talent Development colleagues to assess, recommend, create, and implement talent management processes, tools, resources, and solutions and/or organization development interventions based on strategic or tactical business plans
* Partner with business managers and HR Business Partners to assess needs and manage implementation of programs
* Conduct Gap analysis in response to Business Unit Leaders business plans
* Manage and assist with the development and delivery of all training and development curriculum
* Establish workforce analytics to identify and analyze operational challenges related to workforce development and engagement
* Develop, maintain, and oversee vendor relationships including logistics, content development, delivery, and e-technology

## Qualifications for talent development manager

* Knowledge of T&OD technologies gained through professional work experience in areas including Instructor led training, computer based training, virtual learning and learning networks, , multi-media modalities in training
* Highly collaborative in working with colleagues and vendors from other cultures and countries
* Strong facility in Microsoft Office, including ability to manipulate data in Excel and create executive level presentations
* 3-5 years of related HR experience is required in retailing or other fast paced service and selling environments, in positions of increasing responsibility and volume
* A minimum of 4 years’ experience in-class training / facilitation
* Demonstrated knowledge of learning methodologies and philosophies with strong program management experience