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# Example of Talent Development Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of talent development specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for talent development specialist

* Participate in the planning, development and implementation of the overall Talent & Organizational Development (T&OD) strategy
* Design, deliver and coordinate Property and Casualty technical training along with soft-skill formal training programs for Associates of the Southeast Series as training needs are identified
* Develop comprehensive career development plans for Associates
* Provide information for new and renewal courses related to continuing education credits
* Provides system support to documents and tracks request to identify future Succession Planning System (SPS) needs
* Validates data by cross-reference methods to determine accuracy of information
* Protects and maintains confidentially to highly sensitive employee information
* Develops and facilitates training products for new and refresher learning initiatives
* Administers career, performance, and succession platforms
* Designs and implements communication plans to ensure those affected by projects are informed and updated

## Qualifications for talent development specialist

* Must be a team player with strong people skills
* Working knowledge of an HR system of record (Oracle, Lawson, SAP, ) a plus
* Well versed in Adult Learning principles and teaching methods
* Solution-oriented based on business needs
* Experience working with Marketing/Sales roles
* Certified in various Personality/Communication Preference Assessments