Downloaded from <https://www.velvetjobs.com/job-descriptions/talent-development>

# Example of Talent Development Job Description

Our company is growing rapidly and is hiring for a talent development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent development

* Sets the vision and direct strategy, design and integration of enterprise-wide talent development programs and strives for consistency across the firm in all foundational processes within the talent management framework
* Conduct talent management and planning on behalf of senior executive leaders and ensure common tools and templates are used
* Researches and develops talent management analytics for the Board and Executive Committee, HR leadership and Talent Development
* Interfaces continually with internal clients – HR Business Partners, Finance, HR Operations, Division executives and Executive Committee
* Organizes and manages corporate learning team resources and project materials on SharePoint, Documentum and similar
* Serve as a resource for the delivery, operations, and content teams, providing tactical support on a variety of projects
* Coordinate department activities, meetings, and staff in-days
* Build a high performing Talent Development team of Performance Consultants
* Collect, segment, summarize, and report on key Talent Development metrics
* Manage all aspects of Talent Development projects and programs, to include needs assessments, budgets, needed policies and procedures, implementation, scheduling, marketing, and program updates

## Qualifications for talent development

* The ideal candidate will have at least a minimum of 8 years HR experience
* In order to be successful in this role you will have a strong ability to juggle multiple tasks and preferably have shown a good track record in leadership or at least the potential to lead others
* Project management experience and skill are a must
* Strong communication skill and influencing skill will be critical for the success of this role
* As the Talent Development Manager you will ideally have strong business acumen to quickly learn new business processes and understand business's leadership training needs
* Evaluate and maintain leadership and technical competency models that facilitate the assessment of employees versus these competencies