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# Example of Talent Development Job Description

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

## Responsibilities for talent development

* Supports the university-wide effort in the definition of Stanford best practices for employee satisfaction and engagement
* Presents at professional conferences with the intent of building Stanford's reputation for leading-edge talent development practices as the best-led, best-managed university in the world
* Partners with R&DE HR Business Partners and divisional leaders/managers and teams to design and coordinate customized training programs that enhance individual, team and organizational effectiveness
* Tracks, monitors and reports on compliance training status through STARS
* Designs, develops and delivers talent development workshops customized for diverse audiences
* Develops and deploys talent management benchmarks and metrics that measure sustained behavioral change and program effectiveness
* Collaborates with the R&DE leaders and managers that support initiatives by understanding the organization’s objectives, issues, needs and key success factors
* Helps designs talent development strategies for facilitating organizational and behavioral change
* Performs needs assessment, analysis and consulting on organizational issues
* Investigates basic and complex employee relations issues and initiate appropriate resolution

## Qualifications for talent development

* Exceptional process and communication skills
* Interpersonal savvy with the ability to influence and communicate across matrixed teams at all levels
* Adaptability and demonstrated ability to manage and work through change and ambiguity
* MBA with a specialization in HR
* Strong analytical skills with proficiency in Microsoft Office Applications and SAP
* Good understanding of Talent Management Concepts and experience in employee relations, performance management, talent management, HR projects & succession planning