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# Example of Talent & Engagement Job Description

Our company is looking to fill the role of talent & engagement. 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 & engagement

* Develop and lead Digital Change Strategies, including Organization Change, Stakeholder Adoption, and Communications
* Conduct and lead process mapping, gap assessments, and process re-engineering in a variety of functional areas
* Lead proposal development and consulting sales, project/program delivery, while managing client relationships
* Strategy, design and execution of internal Top of the Rock University skill-based training curriculum
* Development of Digital Change and HR Strategy deliverables with a focus on helping clients transform their organizations to achieve target benefits
* Assist clients to implement changes associated with large scale transformation such as ERP
* Conduct process mapping, gap assessments, and process re-engineering in a variety of functional areas finance, HR, procurement/supply chain
* Presentation and material development under the direction/supervision of a senior consultant
* Communicate new plans or changes to existing plans by preparing announcement materials, plan summary documents and other email/printed materials for communicating to employees
* Partner with Payroll when needed, to resolve issues on both health/welfare and 401(k) plans

## Qualifications for talent & engagement

* At least 1 year experience in A detailed knowledge of at least one of the following Cloud HCM products
* 2 to 5 years plus of work experience, preferably within a complex business environment
* Demonstrated ability to think independently and proactively implement effective and innovative solutions
* Proficiency in Microsoft SharePoint, Word, PowerPoint, Excel and other editing/design software
* At least 2 years experience using social and mobile technology, data to support change and adoption initiatives
* At least 2 years experience using social and mobile technology, data to support talent development initiatives