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# Example of Talent Management Job Description

Our company is searching for experienced candidates for the position of talent management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent management

* Collaborating with management team to identify and deploy targeted training needs recognized through technical quality assurance processes
* Centralizing/developing mechanism for performance management tracking
* Responsible for driving the TM initiatives including talent review and development, succession management, performance management framework, mentoring, internal mobility
* Instrumental in developing and maintaining relationships with target schools (for both technical and university hiring) through careers services, student leaders, professors, and key faculty defined diversity and student organizations
* Builds relationships with HR and Business leaders to provide consulting on specific business challenges including but not limited to developing a deeper understanding of their workforce regarding competencies, demographics, organizational development, risk areas for knowledge transfer and succession management
* Design and execute career development programs (including, but not limited to the Manager Cycle) in collaboration with management to ensure technical and leadership competency development close competency gaps to enhance readiness for targeted roles
* Provide engagement leadership to ensure the profitable and quality delivery of all engagements assigned
* Act as a thought leader and strategic partner for client relationships
* Uses basic statistical analysis and tools to determine statistical differences, variances and relationships in data
* Project manage the implementation of an upgraded learning management system, evaluate existing learning content in alignment with company strategy and perform ongoing reviews of the learning we offer our associates in support of creating a higher-performing organization

## Qualifications for talent management

* Proven track record of talent development and talent management – leadership development, succession plans, change management and talent program management
* Performance management and organization development experience, tracking and enabling meaningful discussions, solutions and documentation
* Knowledge of the top Talent agencies and management firms in the industry and relationships at such agencies/firms a plus
* Experience with Hay's Leadership Development Process (i.e., Situational Leadership) is a plus
* Experience with Hay’s Talent Q selection tool is a plus
* Candidates must have received a Bachelor’s degree within the last 12 months OR must have graduated with a Master’s degree within the last 12 months with no gap more than 5 months in education history