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# Example of Talent Partner Job Description

Our company is searching for experienced candidates for the position of talent partner. 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 partner

* Create and manage FTD learning and development programs (leadership and individual contributor programs)
* Oversight of LMS system administration, updates and system functionality
* Manage the performance management process throughout the year including system administration, training solutions, and creation of tools and support materials
* Support the HR Business Partner team in defining and carrying out divisional talent management strategies- identifying gaps and opportunities to address them through talent acquisition, development, and/or other means
* Develop and manage talent metrics that inform leadership decisions related to talent strategy
* In partnership with the HR Business Partner team, oversee the execution of employee engagement surveys and action planning efforts
* Design and implement the FTD onboarding program
* Initiate and develop tools to support business leaders and the HR Business Partners as they relate to talent management programs
* Partner with the HR Business Partner team and the Compensation COE to develop internal career pathing structures and career development tools
* Develop change management frameworks and tools to assist with FTD organizational change processes

## Qualifications for talent partner

* Provide market level alignment and support to North American program
* Customer centric approach to working with leaders with all recruiting processes Excellent interpersonal skills with the ability to interact with all levels of management exceptional written and verbal communications skills
* Outstanding client focus capacity to develop business acumen and navigate various organizational dynamics
* Experience with stakeholder / communications plans
* Analytical skills - ability to pull reports, interpret data, and summarize with key insights for action planning
* Minimum of 5 years’ experience with full life-cycle, various recruiting strategies and selection techniques in an internationally operating company