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

# Example of Director, Learning & Development Job Description

Our company is searching for experienced candidates for the position of director, learning & development. 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 director, learning & development

* Lead and support leadership development across functions while integrating appropriate stakeholder involvement and company resources
* Oversee multiple projects simultaneously and provides input on the development of new organization-wide initiatives
* Must build and maintain relationships with all levels throughout the enterprise
* Provide thought leadership and best practice research to identify and design talent management and learning strategies to meet the leadership needs of the organization
* Create tools, resources, and education to enable the successful execution of a talent process for McAfee including a firm wide framework
* Create, implement, and integrate competency models that serve as the foundation of the talent management strategy
* Conceiving and leading the assessment, design and implementation of all OD initiatives for GTB / Hudson Rouge
* Partner with senior executives and HR to translate business strategy into people focused-solutions
* Lead business process redesign, implementation of an ongoing employee engagement survey and action planning, training and orientation initiatives
* Oversee the design and execution of global learning and development philosophies, processes, strategies, and programs

## Qualifications for director, learning & development

* Able to show how learning initiatives they have driven have resulted in business impact
* Is results-focused and can take projects through from start to finish
* Demonstrating high standards in wanting to innovate and improve
* Excellent PC skills (especially Excel, Word and Powerpoint) and ability to present high standards of written documentation
* Influence online tech college content implementation including curation, SME content generation
* Bachelor's Degree in human resources management, organizational development, applied behavioral sciences, business administration or related field