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# Example of Lead-Training Job Description

Our innovative and growing company is looking for a lead-training. 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 lead-training

* Role modelling safe behaviours and supporting Colleagues / Trainers to act and behave safely
* Analyze the customer training needs and design, develop, update, and maintain COTS IT training materials to end user community
* Focus on the People side of change
* Provide change and training direction and support to ITS function to achieve technology, service and organization goals
* Developing and maintaining an annual L&D plan to support the business in achieving its business priorities and continuing high YOY growth
* Promoting a wider Learning culture across the Paddington site
* Demonstrating the value added by the L&D team by ensuring effective measures are in place and that these are communicated to stakeholders
* Effectively communicate and promote product training offerings to our clients and internal associates
* Partner with client implementations teams to design and implement a workflow training plan for new clients as they are on-boarded onto our systems
* Work closely with senior management to design and implement training plans for our internal process improvement programs (CMMI), for our industry thought leadership and practice management offerings

## Qualifications for lead-training

* Knowledge of biologics manufacturing, GMPs, and support disciplines and the basic principles of each
* Proficiency in Microsoft Office, database management, and eLearning Tools
* Experience in complex system assessments, with exceptional attention to detail
* Maintains and verifies that review exercises are relevant
* At least 5 years experience in a corporate learning environment
* Working knowledge of eLearning development technologies [ie Captivate, Articulate, etc]