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

# Example of Learning Analyst Job Description

Our company is growing rapidly and is hiring for a learning analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning analyst

* Successfully manage and further develop the reporting framework for all mandatory e-Learnings
* Support the quarterly reporting process in order to deliver key figures to the Management of Talent Development
* Process ad-hoc data requests from various stakeholders across the bank
* Support the continuous optimization of all data-related processes within Digital Learning and Talent Development
* Act as a deputy for the Learning Analytics function
* Partner closely as a Subject Matter Expert (SME) with the Mandatory e-Learning Coordinators, the e-Learning Advisor colleagues based in Zurich and the e-Learning Helpdesk colleagues based in Pune, India
* Manage intake of multiple stakeholder data and reporting requests, supporting stakeholders in identifying matching deliverable to business need and prioritizing requests based on importance, urgency and scope of impact
* Collect data from multiple business users in a variety of methods and perform complex data analysis through data loads and manipulation of the data under specific standards and context to meet project requirements
* Manage stakeholder relationships and their respective data requests, collaborating with other departments’ representatives and stakeholders to negotiate details such as data point definition and formulas to ensure consistent reporting across partnered groups
* Create and publish, on a strict schedule, standard and AdHoc reports with a high degree of accuracy

## Qualifications for learning analyst

* Must be a self-starter, highly driven, and willing to make decisions as appropriate
* 2-3 years technical expertise in virtual training delivery, authoring tools and multiple instructional design platforms
* Bachelor’s Degree required and Masters Degree in related field preferred (communication, organizational development, psychology, business administration, education)
* Minimum 1 year of organizational experience, as an intern or having worked previously in this role for another organization
* A self-starter with the ability to take on projects and duties and own the process end to end
* Ability to communicate concisely and accurately with excellent attention to detail