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

# Example of Learning & Development Advisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of learning & development advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for learning & development advisor

* Evaluating the success of learning and development interventions
* Continuously striving to improve the learning and development offer
* Working with internal and external SMEs to coordinate design and delivery of specialist L&D interventions and programmes to meet specific requirements
* Developing interactive and engaging L&D interventions which appeal to a range of learning styles using accelerated learning techniques to accelerate learning
* Ensuring L&D materials are kept up to date and are reflective of the latest strategy, legislation, policies and procedures
* Developing innovative and exciting new ways of meeting L&D needs
* Flexing, adapting and amending L&D interventions, without compromising quality, to ensure that they are supportive of the needs of the business
* Deliver and constantly evaluate the new hire induction
* Constantly measure and evaluate the effectiveness of the training you deliver to continuously improve our offer and deliver our return on investment
* Juggle shifting and changing priorities with ease and won’t let it hold you back

## Qualifications for learning & development advisor

* A minimum of 7 years of related experience in talent management
* Strong knowledge of the firm and its business practices and processes
* Must have the ability to lead, manage and develop multiple leaders, associates and program
* Successful track record of managing the L&D lifecycle within a fast paced environment
* Experience of designing and delivering soft skills training such as management/leadership
* Competent knowledge of the variety of technologies and techniques used in accelerated learning