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# Example of Learning & Development Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of learning & development analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development analyst

* Conduct needs assessments, design, manage, and communicate key programs and solutions for employees, teams, and key communities including, but not limited to, behavior-based learning solutions, Diversity+Inclusion programs, Insights Discovery, and other Team Effectiveness programs
* Assess, define, and manage a list of preferred providers in the space of L&D and solutions design
* Facilitate the exchange of best practices and ensure implementation of targeted talent and career development programs including, but not limited to, Career Roadmaps and Talent Review approaches
* Promote the exchange of best practices and provide L&D expertise as needed for regional Learning Academies (e.g., Controlling & Finance, Procurement)
* Develop and deploy solutions in the Employee Onboarding process across the region
* Partner with the Canadian business leaders, HRBPs, and stakeholders to build a learning strategy to support key organizational and talent imperatives within Canada
* Design, plan, and implement learning programs in alignment with the Kraft Heinz Ownerversity learning philosophy
* Design, deliver, manage and evaluate learning and development solutions in line with Business Strategy
* Lead and build out our partner ecosystem in Canada as needed to accomplish the organizational and talent imperatives
* Lead/participate in the annual rituals and routines as needed to integrate learning, performance, and MBOs for Canada

## Qualifications for learning & development analyst

* Experience with multiple research methods, including large-scale surveys, experimental research (group design), and case study methods, improvement science, with strong preference for experience in educational settings
* Strong analytic skills, with preference for candidates that have experience with quantitative and qualitative analytic software such as SPSS, SAS, Atlas.TI
* Ability to attend to details, modify approaches in consideration of practical concerns, and accept and adapt to sudden changes in client priorities
* Willingness to travel 5-6 times per year for site visits and client meetings
* Experience teaching in secondary school settings (Grades 6-12) a significant plus
* Track record of skillful work with clients