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# Example of Learning & Development Business Partner Job Description

Our growing company is looking for a learning & development business partner. 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 learning & development business partner

* You will be responsible for the whole talent process for specific areas of the business
* Identifying and developing talent within the business
* Carrying out learning needs analysis to ensure each department will have the required capabilities to support the business in achieving its objectives
* You will be involved in strategic discussions about recruitment with department heads
* Liaise with and support stakeholders to develop and implement a comprehensive induction and on boarding process for defined operational areas
* Build relationships and effectively partner with groups outside of L&D that may need to produce solutions to fill the performance gaps
* Work with functional leaders, HR Business Partners, and Compensation subject matter experts to conduct job analysis, create and maintain job skill matrices, success profiles
* Lead the learning agenda for the Marketing, IT & Digital divisions through developing a framework that drives a learning culture by championing personal development
* Conveys a personal commitment to Learning & Development embracing continuous development and mastering new skills (and helping others to do the same)
* Effectively assesses talent at all levels of the organization by providing detailed insight on strengths and opportunities

## Qualifications for learning & development business partner

* Deep understanding of the business and ability to work effectively with functional leaders to identify the people performance implications of business goals and strategies
* Foundational project management skills
* Naturally curious, possesses the ability to dig deeper to understand complexities and distill into a simpler view
* Global experience/responsibilities preferred
* Holistic View – able to see big picture in perspective and be detail oriented in execution and providing direction
* Manages and Measures Work – understands objectives and diligently monitors processes, progress and results