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# Example of Learning & Development Business Partner Job Description

Our growing company is looking to fill the role of learning & development business partner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development business partner

* Collaborate with the HR Director to develop new people initiatives and employer branding to benefit the office in line with the overall business strategy
* Learning Engineering – work with content experts and guide their work while bringing in other points of view as needed in order to best develop learning experiences
* Design and develop online educational programs with the digital technical expert
* Develops and manages the delivery of, marketing and evaluation of the digital training offer
* Promote the benefits of specific programs to the target roles/organizations
* Update materials in a variety of formats
* Conduct in-house digital trainings
* Lead the development of all e-Learning modules using Articulate Story-line and Adobe Captivate
* Partner with the IT department to maintain requirements
* Support the development of “Blended” Learning Program Components to Enhance Traditional Instructor-Led Training

## Qualifications for learning & development business partner

* Advanced knowledge of Microsoft Office Suite (Word, Excel, Access, Outlook, Power Point)
* A passion for learning & development at individual and organizational levels
* Shows initiative and sound judgment when working independently or in a team
* Ability to influence learning and development outcomes
* Embed the 70-20-10 development model into the business, through the development framework and processes
* Develop key stakeholder relationships with Functional Leaders