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

# Example of Learning & Development Consultant Job Description

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

## Responsibilities for learning & development consultant

* Develop a strong working knowledge of the business, understanding of subject matter, and impact on audience for course content development
* Effectively executes development initiatives and projects - defining and managing project timelines, communication plans, budget constraints, resources, deliverables and competing priorities while consistently meeting deadlines
* Coordinate technological implementation and integration with internal experts
* Manage several projects concurrently
* Ongoing refinement, improvement and development of learning solutions that reflect learner needs and business priorities
* Implementation of a communications plan to continuously promote and highlight the available learning opportunities available to our people
* Establish excellent working relationships with a range of stakeholders both within the learning team and client groups
* Development and tracking of learning budgets
* Interstate travel is required for delivery of our national programs
* Provide trouble-shooting and support for issues/questions related to the LMS, its users, and its content

## Qualifications for learning & development consultant

* Bachelor’s Degree in Adult Education or Organizational Effectiveness desired
* 6+ years’ experience in human performance/learning and development, preferably in the Financial Services Industry
* Experience in project management and human performance
* Supply Chain Management, Finance, Regulatory, Quality, or Systems
* In depth knowledge of all aspects of employee development
* Requires excellent project management skills, resource identification, and utilization