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# Example of Learning & Development Job Description

Our growing company is hiring for a learning & development. 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

* Lead flagship Management Training program
* Design supplemental curriculums and experiences
* Work with HR Business Partners on addressing employee development needs using information from annual employee survey and performance reviews
* Analyze metrics such as ROI, attendance rates, and learning impact to evaluate program success
* Manage Learning and Development Coordinator in implementation
* Lead needs analysis and requirements gathering sessions using business and Human Resources (HR) acumen and Design Thinking principles
* The role is responsible for all tasks associated with a given training solution project and/or program
* Proactively partner with senior managers to understand the learning needs of their teams and track data base and recommend areas where potential development programs are needed
* Creates and assigns learning curriculum paths for all positions in the company
* Lead the design and implementation of core curricula for the consulting practice

## Qualifications for learning & development

* Bachelor’s degree required, Master’s preferred in OD, Instructional Design, or Instructional Technology or Human Resources
* Course design and facilitation experience would be a bonus
* Bachelor degree or higher in L&D / Adult learning (essential)
* Worked in a specialist in-house L&D role (essential)
* Experience translating business strategy, goals and cultural change into learning solutions
* Managed a learning framework, programs and calendar (experience developing these would be highly regarded)