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# Example of Professional Development Job Description

Our company is looking for a professional 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 professional development

* Analyzes and provides summary reports for management on status of NTM business development activities
* Lead workforce program/projects from initial concept through post implementation
* Chair ISS Workforce Working Group
* Partner with TOS and HR partners on projects such as Global Learning Lab integration
* Develop ISS wide development paths in consultation with management
* Develop and maintain control documentation and track metrics to meet regulatory needs
* Regularly assess and track the evolving needs for each position, mapped to qualified employees with the right skills and certifications
* Coordinate participation in conferences, certifications and training to ensure appropriateness, effectiveness, and drive greater cost efficiency
* Identify, coordinate and track internal and external training and development options for ISS
* Assists SAFE and phishing activities as needed

## Qualifications for professional development

* Ability to track complex projects and to ensure their timely completion
* Experience with word processing/editing program, preferably Microsoft Word, and Microsoft Excel or similar spreadsheet programs
* Demonstrate understanding of the rationale behind the Practice-Based Coaching Model
* Demonstrate understanding of the rationale behind the Quality Seal and the state requirements for education programs serving young children and youth
* A technical (nuclear engineering or nuclear physics) bachelor’s degree with an MBA or advanced technical degree is preferred along with the required years of experience
* Must have experience in the nuclear industry