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# Example of Senior Learning & Development Job Description

Our company is growing rapidly and is looking for a senior 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 senior learning & development

* Lead eLearning education projects through the design lifecycle from scoping, research and analysis, through design, development, and implementation
* Design and implement innovative solutions based on the 70/20/10 model
* Design the annual training plan with associated budget and relevant KPI
* Facilitate some of the training courses, team building and OD sessions
* Design and implementation of talent management, development and career frameworks
* Provide departmental and organization-wide L&D and talent management solutions and organisational and culture development programs
* Drives selected activities and projects in connection with L&D and Talent Management strategy
* Supports the design, development & execution of internal development and on-going course development activity, including functional, soft skill and leadership skill development solutions
* Builds and maintains efficient relationship with suppliers
* Acts as trainer / facilitator in certain development initiatives

## Qualifications for senior learning & development

* Broad knowledge of the industry (internal and external) and in areas such as sales management, cash management, business credit and negotiations
* Minimum of 12 years of experience in Learning & Development role
* 8 years Corporate Training and/or Learning and Development experience
* Demonstrated experience designing learning including classroom, eLearning, toolkits and virtual classroom environments
* Strong understanding of adult learning theory and ADDIE model
* Training certification is a plus