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# Example of Senior Learning & Development Job Description

Our company is searching for experienced candidates for the position of senior learning & development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior learning & development

* Develop and deliver face to face and distance-learning programs, self-serve resources, to support professional and management development needs
* Work with HR Business Partners and business leaders to understand and analyze the needs of the business
* Monitor quality
* Maintain knowledge of instructional technologies and latest training and development research by attending workshops
* Ensure team’s operational efficiency related to training registration, budgets
* Develop training and development strategy and curricula, partnering with the CHRO and senior management
* Facilitate the design and delivery of New Employee Orientation and the New Employee Experience for faculty and staff, including the development of online support tools for managers and orientation guidelines for new hires that will evolve/enhance new employee program offerings to drive employee engagement
* Conduct annual training and development needs assessment
* Develop relevant metrics to analyze and evaluate the effectiveness of programs and services offered ensuring their relevance to the overall mission and both short and long term strategic planning initiatives
* See projects through start-to-finish, manage multiple projects simultaneously, complete follow-up actions in a timely manner, and meet targeted deadlines

## Qualifications for senior learning & development

* Experience and expertise with multiple authoring tools an asset
* Experience and expertise in using graphic design software
* Please note a portfolio submission is required for all candidates
* Expertise in learning strategies with a minimum of eight (8) years of professional experience in a Learning & Development or a related field such as web development, marketing, digital delivery or graphic design
* 12+ years of development, coaching, HR/OD, talent management or related experience
* Deep knowledge of talent management, development practices, processes and programs