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# Example of Specialist Learning & Development Job Description

Our innovative and growing company is hiring for a specialist learning & development. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for specialist learning & development

* Process and Track expenses for L&D programs via accounting system
* Ensure appropriate costs for courses are cross-charged to participants cost center’s and accounted for in the L&D budget
* Ensure that all invoices from external providers are approved and settled in a timely manner
* Track all charges going in and out of the L&L cost center
* Monitor training enrolments to ensure compliance with nomination approval policy and processes
* Ensure efficient co-ordination and delivery of P&D calendar
* Ensure Leadership, Learning and Performance Management information is current and encourages employee usage of resources
* Deploy global technology platforms and other innovative ways of using technology to support P&D function
* Assist JAPAN P&D Manager & HRLT, with planning and implementing cluster & regional HR initiatives and projects
* Provide support and ownership of additional L&D/P&D/OD projects

## Qualifications for specialist learning & development

* Successful experience as a OD, L&D, P&D specialist
* Proven track record in building a trusting relationship, translating business requirements into performance, leadership and learning interventions
* Models and lives the Credo valuesTraining & Development
* Use of Captivate, Articulate Studio, Articulate Storyline, Brainshark, Camtasia Studio, and Adobe Creative Suite
* Engage in self-directed work on a daily basis
* Review the existing recommended learning roadmap for staff to ensure programs support competencies and skills required for all staff