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# Example of Specialist Learning & Development Job Description

Our innovative and growing company is searching for experienced candidates for the position of specialist learning & development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist learning & development

* Facilitate both virtual and on-site classes
* Develop and maintain course materials, visual aids, tutorials, user guides, and other supporting materials
* Utilize analytics to assess effectiveness of educational classes and events and provide recommend changes
* Manage logistics related to internal learning opportunities
* Design, maintain and distribute marketing communication pieces for educational events and programs
* Research and recommend alternative, disruptive learning solutions and methods to promote employee engagement
* Proactively addresses & responds to Organizational Development issues by bringing key stakeholders together to assess root causes and performance gaps, implementing and/or supporting implementation of appropriate interventions, including strategic planning, tactical and project planning, facilitation, instruction, program design, materials development and performance analysis
* Provides organization-wide (business, department, work team) assessments about organization and team effectiveness
* Identifies and uses instruments and surveys to analyze individual and group behavior and recommends strategies for making needed changes
* Ability to coach staff at all levels of the organization to expand their leadership and change management competencies

## Qualifications for specialist learning & development

* Aligns individual goals with firm goals
* 3 – 5 years of Learning and Development experience in a BPO/KPO/IT
* Experience in Shared Services for a Global Company a strong plus
* Proficiency in MS – Office, organizing and coordination skills
* Process oriented team player
* Ability to learn and implement new computer programs and platforms