



Example of Development Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of development specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for development specialist

- J&J Onboarding (10%)
- Design, develop and deliver the J&J Family of Companies onboarding process and program to support the effective integration of new employees through training and education
- Develop and deliver the "J Start" program and establish standardized practices for new employee education and experiences
- Monitor attendance at all company required onboarding training events, eg
- Administration and co-ordination of L&D activities 25%
- Manage enrolments, participant communications, supervisor and facilitator communications and cancelations for learning activities
- Liaise with external learning organizations and internal stakeholders to ensure a suitable standard of learning, appropriate to the purpose and outcomes of the L&D strategy
- Develop and document internal and external processes and procedures for the effective and efficient coordination of L&D activities
- Liaising with external learning organization regarding logistics and participant requirements
- Coordination of participant pre and post work

Qualifications for development specialist

- Highly proficient in all MS Office applications
- Experience consulting with business partners and identifying performance

- Liaise with departments within the J&J family of companies to coordinate P&D initiatives and activities, including training events, resources, tools and elearning courses, especially focused on the J&J 5 key conversations
- Work with providers of P&D activities to ensure appropriate scheduling and promotion
- Create company communication, outlining information about P&D activities and resources