



Example of Learning Advisor Job Description

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Our innovative and growing company is looking to fill the role of learning advisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for learning advisor

- Design communities of learning and practice that allow CMs to learn with and from each other
- Builds relationships with leading global and regional projects and agencies including USAID/Washington, USAID missions, other USG agencies, NGOs/FBOs, governments, and the private sector, in order to exchange knowledge on state-of-the-art approaches in maternal and child health and nutrition in development and emergency contexts
- Coordinate the Apprenticeship Recruitment from start to finish involving advertising, organising and running assessment centres
- Maintain and build strong relationships with internal and external contacts
- Support key projects, helping us to drive forward positive change, team engagement and world-class service whilst shaping the way we look after our people, too
- Supporting the HR team with related tasks
- Assists in conducting and/or facilitates training
- Maintains job performance systems for operating units
- Assists in conducting annual training needs assessment and develops both short and long term facility training plan
- Undertaking competency related work to ensure we are assessing critical skills required of individuals undertaking key processes, especially those in S&OR critical risk roles and those in other operational and high risk roles

Qualifications for learning advisor

- Able to work effectively and collaboratively in a high performing team environment (Essential)
- Ability to effectively communicate and build rapport with staff at all levels, including the firm's most senior management (Essential)
- Experience in organising large off-site training events (Desirable)
- Understanding of adult learning techniques, learning lifecycle and commitment to development of people (Essential)
- Able to successfully manage a pressured and varied workload (Essential)
- Knowledge and experience in specific technical area