



# Example of Learning & Development Advisor Job Description

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Our company is hiring for a learning & development advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development advisor

- Consolidate the feedback in standard reports
- Escalate non-standard requests
- Forward requests with specific language/country requirements to the relevant colleagues as appropriate
- Run standard reports on request for SSO colleagues and routine reports for customers
- Support and enable non-programmatic workplace development (leveraging virtual portfolio, leaders developing leaders)
- Apply the full spectrum of learning methods (on the job, blended, coaching / mentoring, classroom, networks)
- Actively participate in Senior Leader Development Team
- Contribute to program delivery and interventions in other Enterprise Learning Portfolio teams
- Manage Contracting and Procurement activities where appropriate
- Make sure we do all the essential training stuff H&S, Fire/Emergencies and IT Security (and make it interesting!)

## Qualifications for learning & development advisor

- Ability to harness the creative flair of our people and encourage best practice knowledge sharing
- Presentation skills that get your audience hooked
- Typically holds 3-5 years overall working experience

- Level 1 and 2 audits