



# Example of Learning & Development Specialist Job Description

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Our company is growing rapidly and is looking for a learning & development specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for learning & development specialist

- Facilitate instructor-led workshops and learning events such as management skills, professional skills, team-building, mentoring, LMS/learning system processes, and cultural orientation as needed
- Develop communications plan and materials in support of L&OD initiatives
- Establish a plan for those new employees starting off cycle (not synchronized with the start of onboarding class), to ensure appropriate paperwork is handled for employee readiness
- Manage the execution of programs including but not limited to onboarding, competency development, leadership development, and team effectiveness
- Manage the evaluation of learning solutions
- Develop high-quality training solutions, including e-learning, virtual and instructor-led courses for delivery on a global scale aligned to business metrics and field objectives
- Establish approach to nurture our learners through readiness programming and roadmaps enhancing experiences across all modalities and programs
- Drive innovation in the design and development of trainings across a variety of modalities
- Be accountable to measure ROI and the effectiveness of training programs through evaluating feedback and gaining insights from our BI dashboards to applying new learnings to further enhance programs
- Act as an expert consultant to stakeholders and SMEs on the best learning

## Qualifications for learning & development specialist

- Knowledge of SAP, LMS and financial systems a plus
- Successful experience in creating and implementing performance, leadership and development activities in complex, multi-functional business environments is required
- Master's or Bachelor's degree, ideally in education or adult learning
- Minimum 8 years of relevant work experience, i
- Sound knowledge of survey tools (e
- The ability to work in groups and alone