



Example of Learning & Development Specialist Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Conduct training needs analysis to design learning solutions that will close performance gaps, roll out initiatives, and prepare supporters to succeed in their role
- Utilize instructional design methodologies such as ADDIE and/or SAM to design a solution that will achieve defined instructional objectives
- Develop blended learning programs consisting of instructor led training, eLearning, and performance support resources
- Facilitate instructor led training sessions to onboard new hires and develop the skills of experienced supporters
- Research new training tools and methodologies to enhance the efficiency and effectiveness of learning programs
- Identify, analyze, design, deliver and evaluate training needs to meet customer expectations and internal service standards
- Utilize a variety of training methods that account for multiple learning styles, such as one-on-one, classroom, just-in-time, eLearning, interactive
- Create and maintain training materials, documentation of processing procedures to assure current and accurate content
- Content administrator for Sotheby's Learning Management System (LMS) to manage all program administration, and develops expertise in this system to propose continuous improvements beneficial to L&D and HR staff
- Creates and implements content using instructional design principles,

Qualifications for learning & development specialist

- Proficiency in PowerPoint, Outlook, and Excel
- University degree, preferably in HR or Economics
- At least 4 years professional experience in delivering HR solutions
- Experience of having successfully engaged, motivated and influenced a variety of stakeholders
- Proven track record of designing, developing & delivering a variety of programmes in a dynamic business environment
- Ability to analyse data and drive insights, solid excel skills