



Example of Senior Learning & Development Job Description

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Our growing company is looking for a senior learning & development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for senior learning & development

- Update operational and supervisory training manuals on a regular basis to ensure changes in policies and procedures
- Lead the design of teambuilding and strategic planning sessions
- Responsible for identifying and implementing new tools and frameworks, , LMS
- Monitors HR trends/metrics & generates reports on headcount, recruiting, transfers, terminations
- Facilitates training (Onboarding, Process, Professional Development)
- Functional and strategic project leadership and people management
- Leading the knowledge and skill development of training resources in all channels
- Coordinate efforts with a team of developers to deliver needed training programs for functional and general skill development
- Oversee the readiness programs and certify trainers to deliver complex training programs
- Build strong relationships with leaders and HR in every part of our business (regions and functions) to ensure that our deliverables are aligned with their expectations (global consistency)

Qualifications for senior learning & development

design/authoring, responsive eLearning design/authoring, custom HTML5 eLearning design/authoring

- Act as the subject matter expert in audio recording, video animation and other multimedia enhancements as required
- Responsible for the overall design, development, quality, functionality, accessibility and authoring of online training solutions
- Assign projects, support and develop a team of Online Content Developers
- Participate in a range of complex projects where expertise includes work that addresses all learning capacities and provides materials and activities designed for different learning preferences, when appropriate
- Manage and deliver project objectives and tasks on time, within budget, ensuring high quality work consistent with online training guidelines and best practices, allowing the team to achieve its goals without impact the overall reputation of L&D