Example of Specialist Learning & Development Job Description

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Our growing company is looking to fill the role of specialist learning & development. 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 specialist learning & development

- Contribute to quarterly Global Skills Network learning reviews from a region perspective
- Promote a philosophy of ongoing review with all Skill Network Leaders to check the status of all learning programmes (access, usage, completion etc) and change as necessary
- Advise SNs on courses available globally and in other regions that meet SN learning needs
- Supporting Australasia SN in relation to regional prioritisation and managing workload accordingly
- Design, conduct or outsource learning and development initiatives that include professional development skills, leadership skills, performance management training, onboarding, team effectiveness sessions
- Relies on network to source consultants for internal projects
- Participates in the assessment and implementation of new learning and performance management technology applications
- Design and develop creative and engaging content, curriculum, and learning programs
- Develop creative tools to reach associates dispersed across the country and in a variety of positions
- Demonstrate a desire to be a team player

- Strong project management experience or skills
- Knowledge of instructional design theories, particularly as pertain to e-learning and adult learning
- Proven ability to work alongside cross functional partners to identify training needs and collaborate on content design
- Excellent written and verbal communication along with strong interpersonal skills
- Excellent attention to detail and high degree of flexibility and ability to multi-task
- 6+ years Industry Knowledge preferred (Financial Services, Leasing, Credit, or similar field)