

Position: Learning and Development Specialist



Position Classification: Full time- Hourly/ Non- Exempt
Position Reports to: Director of Human Resources
Position Supervises: None

Position Summary

The Learning and Development Specialist is responsible for assessing company-wide development needs to drive training initiatives and implement suitable training solutions. The Learning and Development Specialist will actively create, design and implement effective methods to educate and enhance performance of all employees. The Learning and Development Specialist will also manage and maintain the Learning Management System (LMS).

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Develops and maintains effective training development programs and objectives.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on the job practical training, meetings, conferences, and workshops.
- Through collaboration with management, identifies anticipated training needs based on human resource initiatives, legal and regulatory changes, career development needs, and other factors.
- Organizes and conducts orientation sessions and coordinates on-the-job training for new and transferred employees.
- Develops testing and evaluation procedures.
- Arranges for ongoing technical training and personal development classes for staff members.
- Evaluates the effectiveness of the organizations training programs and recommends areas of improvement.
- Confer with management and conduct surveys to identify training needs based on processes, changes and other factors.
- Analyzes training needs to develop new training programs or modify and improve existing programs.
- Trains instructors, supervisors and mentors in techniques and skills for training employees.
- Develops and organizes training manuals, multimedia visual aids, and other educational materials.

- Maintain and manage the company's LMS, Docebo.
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Prepares training budget for department or organization
- Exemplifies the desired culture and philosophies of the organization.
- Works effectively as a team member with other members of management and the HR staff.
- Monitors the success of development plans and help employees make the most of learning opportunities.
- Establishes and maintains collaborative professional relationships with departmental personnel, including management, in order to plan training sessions.

Non-Essential function(s)

- Other duties as assigned by supervisor.

Qualifications and Experience

- A minimum of 3 years' experience working in training and development.
- Adept with a variety of multimedia training platforms and methods.
- Ability to research, design, and implement effective training and development programs.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to accomplish multiple task priorities in a fast-paced work setting.
- A team player with the ability to work with all levels of staff.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Excellent verbal and written communication skills.
- Excellent interpersonal and teaching skills.
- Strong supervisory and leadership skills.
- Thorough understanding of labor and employment laws related to training and development.

Core Competencies

Integrity

To act with consideration of issues, ethically, confidently, in a style appropriate to the environment, beyond the basic necessities and consistently with a plan of action.

Time Management

The Learning and Development Specialist will use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start

their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for Learning Development Specialist is to understand the scope of a project before beginning work on it. They understand their tasks, why they are performed, and how they fit into the big picture.

Communication

The Learning Development Specialist has strong communication skills. They provide regular updates to their managers, coworkers and external applicants and they communicate the status of their projects. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

Relationship Savvy

Must be able to read people and connect meaningfully with a variety of personalities. They must understand that all progress is made through relationships. They must know when to take the lead in relationship development and when to enable others to take the lead. To advance the work of the organization by interacting with others in ways that develop respect, mutual understanding, and productive working relationships.

Accuracy

Performs tasks precisely and according to standards and procedures, and without errors. Proofreads work produced and/or checks products and services delivered thoroughly before handing it on to others, in order to eliminate waste. Maintains complete and precise records of work produced. Evaluates all data used in producing work thoroughly, in order to ensure reliability and accuracy. When issues present themselves, consults with others in order to ensure he/she has resolved them in the appropriate way. Enhances and/or maintains quality and service.

Teamwork

As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

All IN

Takes a long-term view and builds a shared vision with others, acts as a catalyst for organizational change. Influences others to translate vision into action. Can meet organizational goals and customer expectations. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules. Practices company's mission, vision, and values. Is a key player in the company culture and promotes teamwork.

Education and Certifications

- Bachelor's degree in Human Resources, Business Administration, or related field required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company's policies regarding required meal breaks.

Acknowledgement for Receipt of

Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	